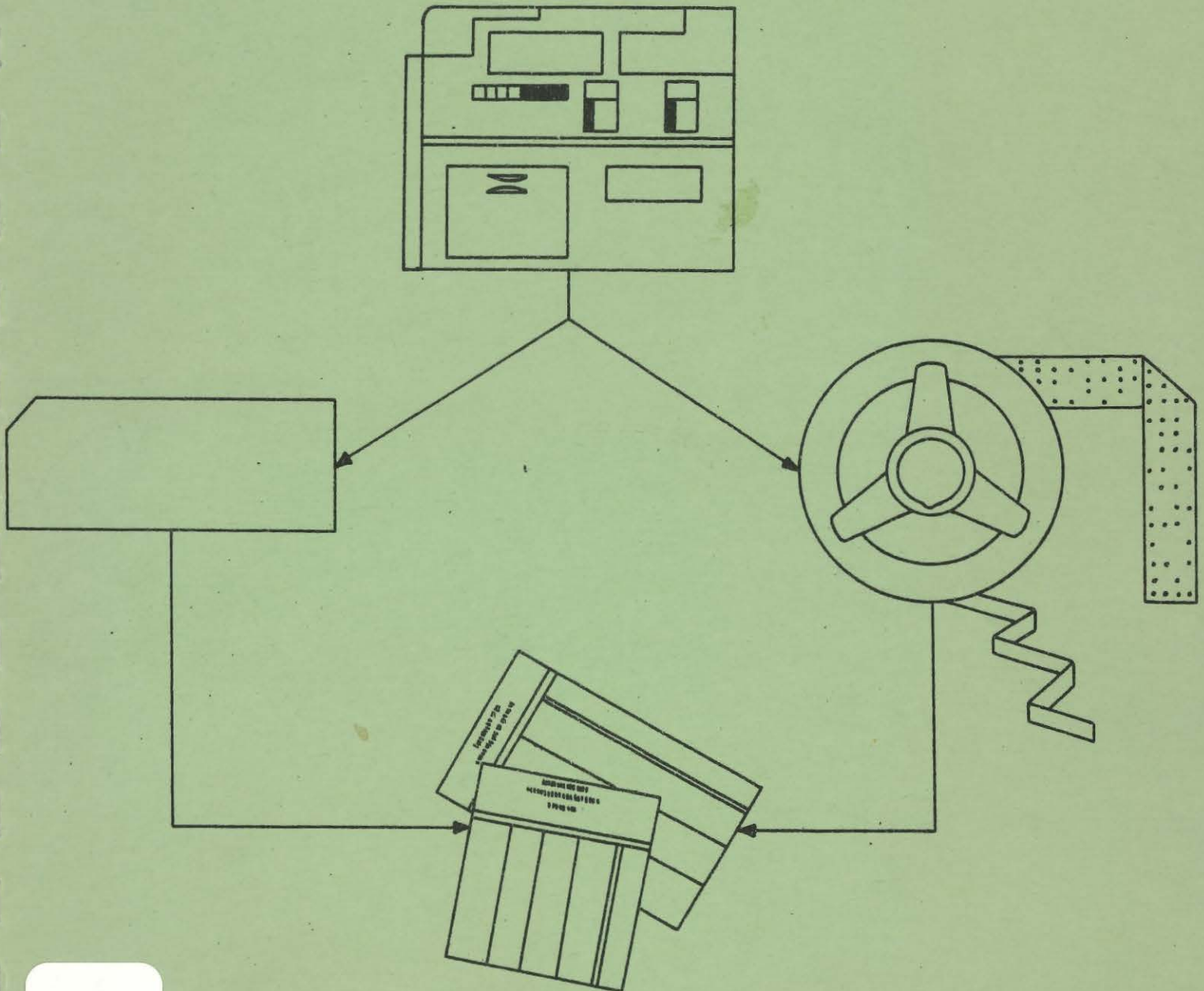


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1960

DEPARTMENT OF PUBLIC INSTRUCTION

AUTOMATION AIDS EDUCATION



HANDBOOK
FOR
IBM DATA PROCESSING
Revised

3-928

TABLE OF CONTENTS

	<u>Page</u>
Introduction	1
IBM Equipment	2
Items of Data on IBM Cards	6
Data Processing Equipment Utilization	7
Educational Directory	22
Office Payroll and Bookkeeping	29
School Lunch Commodity Distribution	46
School Lunch Reimbursement	71
Secretary's Annual Report	83
Special Education Hearing Reports	114
Special Education Psychological Report	123
Special Education Speech Reports	131
Special Education Reimbursement	140
State Aid	153
Surplus Property	166
Teacher Approval	180
Teacher Certification	187
Teacher Employment	197
Transportation	207
Vocational Education	229
Continued Exploration	242

INTRODUCTION

This booklet is intended to set forth the current data processing procedures used by the Department of Public Instruction. It will be somewhat technical in nature, not only showing, in general, the type of report being treated, but also showing the flow of work in the processing room, problems as they are worked, cards being currently used and the forms on which reports are printed by the use of this equipment.

It is intended that it will be helpful to the members of our staff in understanding the IBM processes and the type of data available on IBM cards and that it also might be useful to other State Departments. It should be particularly helpful to those states who are not presently using this type of equipment and are just beginning to explore its many uses.

In addition, it sets forth other types of equipment that the Department is using in the field of data processing and gives some indication of future explorations now being planned.

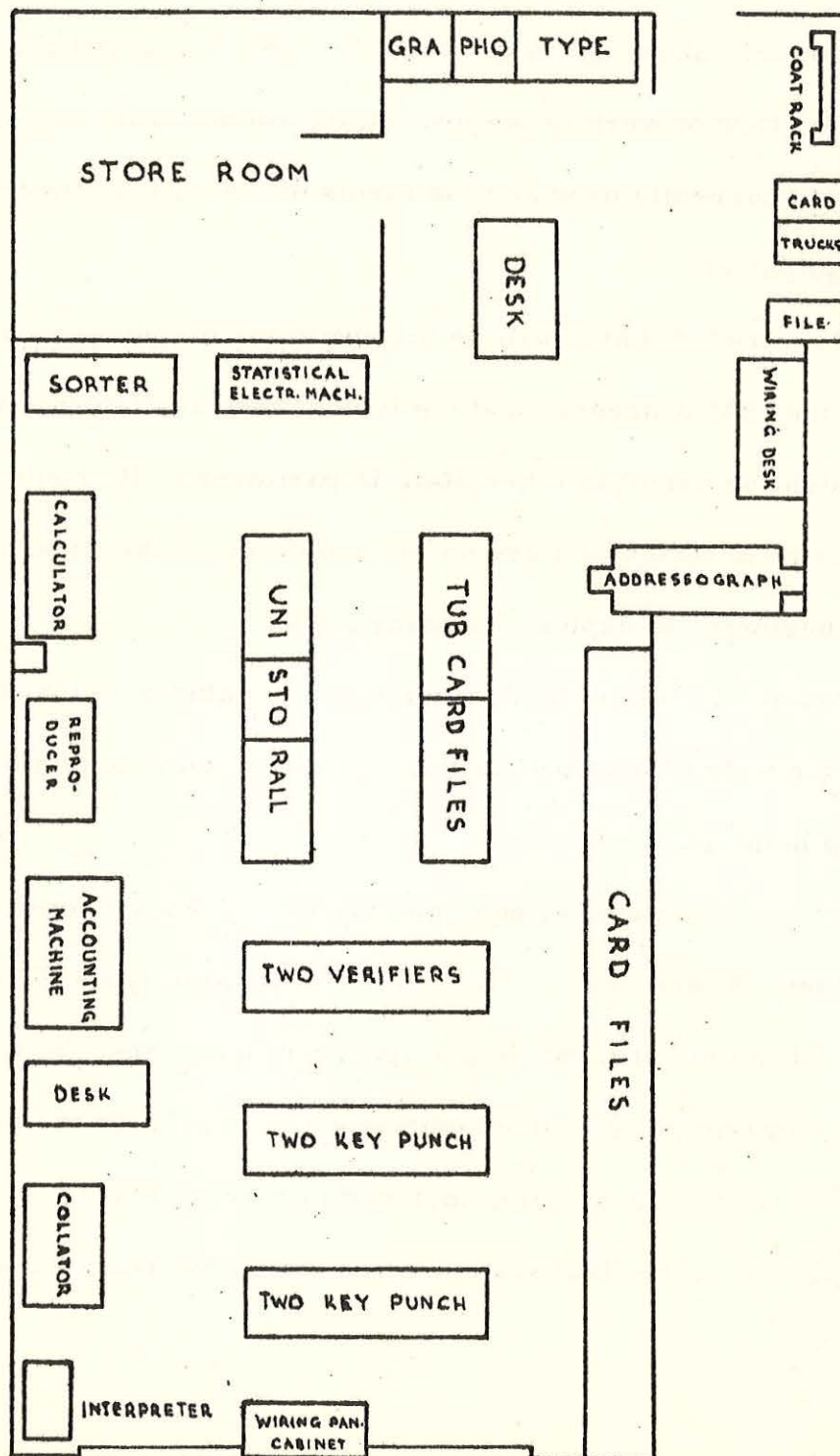
The specific items of equipment being used are named and described in this booklet. There are several other comparable types of equipment on the market and the intent is not to put approval on any specific type.

In preparing this revised edition we have brought the procedures described in the first edition up-to-date, included new areas that have been developed since the completion of the first edition and included the source documents used in each area.

STATE OF IOWA

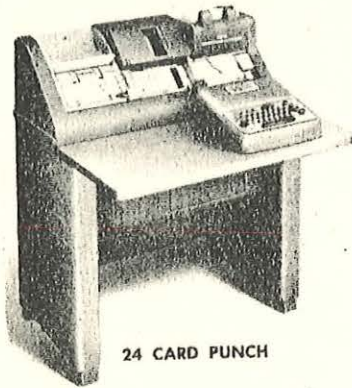
DEPARTMENT OF PUBLIC INSTRUCTION

IBM EQUIPMENT--ROOM LAYOUT



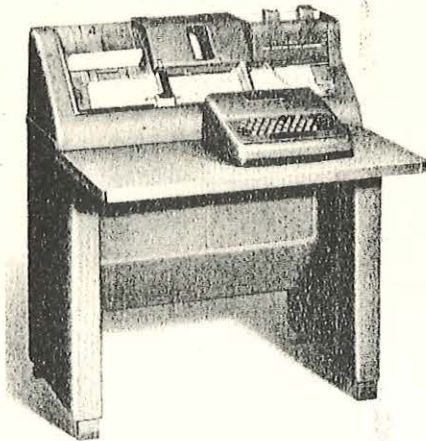
IBM EQUIPMENT--MACHINE FUNCTIONS

IBM machines perform many complicated functions. Below is a brief description of the main uses of each machine used by our department.



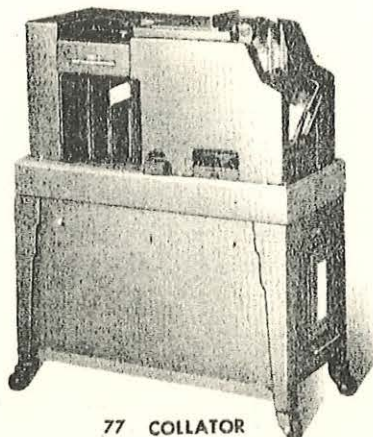
24 CARD PUNCH

The Card Punch is used for recording alphabetic, numerical, and special character data into IBM cards.



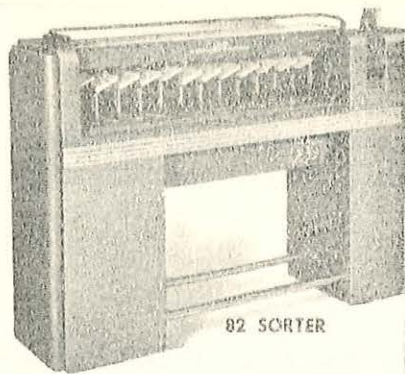
56 CARD VERIFIER

The Card Verifier, similar in appearance and operation to the card punch machine, is used to check the accuracy of alphabetic, numerical, and special character data punched into cards.



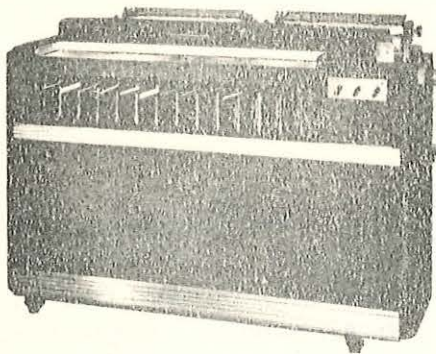
77 COLLATOR

The Collator performs many card filing and selection operations. It simultaneously can feed two sets of punched cards, merging the matched cards and selecting the unmatched cards. During this processing, the machine can also check the sequence of the file of cards.



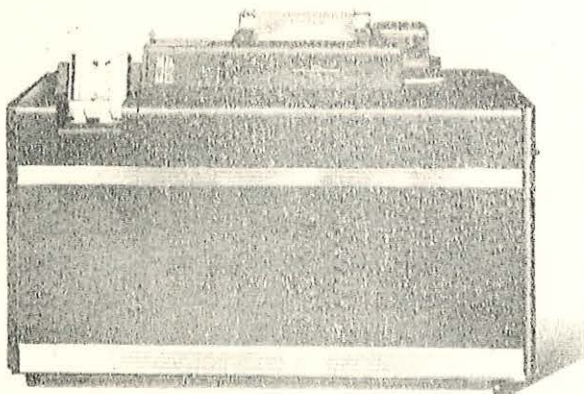
92 SORTER

The Sorter groups all cards of similar classifications, arranging such classifications in numerical or alphabetic sequence.



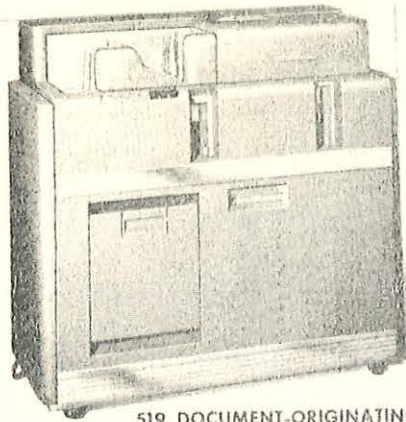
101 ELECTRONIC STATISTICAL MACHINE

The Electronic Statistical Machine is designed for high speed classifying and counting and for the preparation of printed statistical reports. It performs the combined functions of sorting sequence checking, selecting, editing, counting, accumulating, and printing.



407 ACCOUNTING MACHINE

The Accounting Machine prepares reports and records from punched cards. It reads cards, positions forms, records details, and adds or subtracts to print any desired combination of totals.



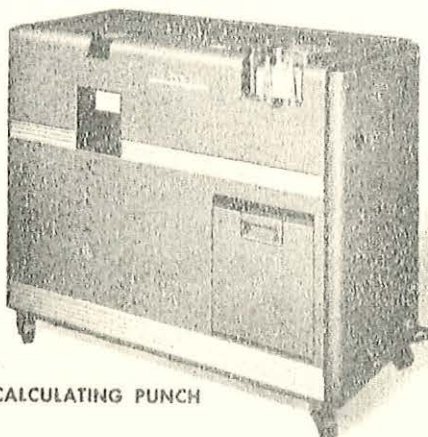
519 DOCUMENT-ORIGINATING
MACHINE

The Document Originating Machine combines the functions of reproducing and gang punching and end prints information on the same card in which it is punched or on another card.



557 ALPHABETIC INTERPRETER

The Alphabetic Interpreter translates holes punched in cards and prints the corresponding alphabetic, numerical and special character data on the face of the card.



602A CALCULATING PUNCH

The Calculating Punch reads factors from a card, performs any addition, subtraction, multiplication, division, crossfooting and punches the results in a card.

ITEMS OF DATA ON IBM CARDS

Over 500 different items of information are now punched regularly on IBM cards. Data can be computed from these cards by school, county, or state as needed. In addition to these regularly punched items, special one-time reports or questionnaires are processed by IBM from time to time.

The State Department is now analyzing all items on report forms currently being used by the Department and a separate booklet has been printed listing all items, with the items punched on IBM cards so designated. The booklet is "Iowa's Analysis of Reporting Forms," State of Iowa, Department of Public Instruction, 1960.

DATA PROCESSING EQUIPMENT UTILIZATION

The Machine Accounting and Data Processing Division maintains an accurate check on utilization of equipment. A data processing equipment time sheet is placed on every machine each morning. Every operator is required to record the application name or number, volume of cards used, time required, and his initials on these time sheets for every job performed. The following day all the sheets are coded and checked according to jobs.

At the end of each month information from time sheets is punched into cards and tabulated. Two final reports are printed: (1) Data Processing Equipment Utilization by Machine; and (2) Data Processing Equipment Utilization by Job. These reports are submitted to the Assistant Superintendent.

The Machine Accounting Division also keeps a separate check on special jobs for the various divisions. Form number 2, "Request for Machine Services," is used for this job.

Another check on equipment utilization is maintained by work distribution sheets.

At the present time, the Machine Accounting and Data Processing Division takes care of 78 different jobs. The jobs are listed on the following pages.

IBM JOB DEFINITIONS

- 100 ANNUAL REPORTS
 - 101 Assessed Valuation Per Pupil Report
 - 102 Buildings and Facilities Report
 - 103 List of Graduates from H. S. Rep.
 - 104 H. S. List of Graduates by Counties
 - 105 Per Pupil Cost by Group (General Fund Expenditures)
 - 106 Iowa Public School Data (High School Districts)
 - 107 Iowa School Reorganization Report
 - 108 Semi-Yearly List of All School Districts
 - 109 Annual Reports Problems
 - 110 Statistics
 - 111 School Lists
 - 112 School Insurance
 - 113 H. S. Graduates Cont. Their Education
 - 114 Summer Education
 - 115 Forms Analysis
 - 116 School Bonds Report
 - 117 School Program Accounting
 - 118 Agricultural Land Report
 - 119 Report of Buildings Value and Balances
 - 120 State Aids
- 150 APPROVAL
 - 151 Subjects Approved Report
 - 152 Teacher Study by Subject
 - 153 File Merging and Sequence Check
 - 154 Violation Letters to Schools
- 200 CERTIFICATION
 - 201 Permanent Professional Report
 - 202 Original Certificate Report
 - 203 Yearly Report of Issued Certificates by type (July 1 to June 30)
 - 204 Teacher Study by Endorsement
 - 205 File Merging and Sequence Check
 - 206 State Colleges Report on Placement of Teachers
- 250 EMPLOYMENT
 - 251 Violators Report
 - 252 Subjects Taught Report
 - 253 Teacher Salary Studies
 - 254 Teacher Study by Subject
 - 255 File Merging and Sequence Check

300 GENERAL AID
 301 Assessed Valuation per Res. ADA Report
 302 General Aid per Res. ADA Report
 303 Agricultural Land Value Report
 304 Millage Report and Study
 305 State Aids Study

 350 INVENTORY - SCHOOL LUNCH
 351 Warehouse Monetary Report

 400 PAYROLL
 401 Deduction Register
 402 Deduction and Earnings Slip
 403 Withholding Tax
 404 FICA and IPERS Report
 405 Monthly Salaries Report

 450 SCHOOL DIRECTORY
 451 Salaries Confidential Report
 452 Enrollment Report
 453 Report of Teachers by Grade

 500 SCHOOL LUNCH
 501 ADP Report
 502 Summer Report
 503 Yearly List of Warrants by School (July 1 to June 30)
 504 Special Reports
 505 Monthly Warrants Register

 550 SPECIAL EDUCATION
 551 Individual Help for Children Report
 552 Teachers Report
 553 Psychological Report

 600 SUPPLEMENTAL AID
 601 Supplemental Aid per Res. ADA Report
 602 Supplemental Aid Claims for Rural Districts
 603 Excess by 15 Mills Report
 604 Study at \$230.00 per Pupil with 15 Mills
 605 Study at \$310.00 per Pupil with 15 Mills

 650 SUPERVISION
 651 Teacher Study and Distribution of Selected Subjects

700 SURPLUS PROPERTY

750 TRANSPORTATION AID

751 Insurance Report

752 Bus Activity Report

753 Resident and Non-Resident Pupil Report

754 Reimbursable and Non-Reimbursable Pupil Report

755 Transportation Aid Per Pupil ADA Report

756 School Bus Drivers Report

757 School Bus Drivers Permit

800 VOCATIONAL EDUCATION

801 Guidance and Counselor's Report

802 Monthly Expenditures Report

803 Journal and General Ledger

950 MACHINE UTILIZATION

DATA PROCESSING EQUIPMENT USAGE
-TIME SHEET-

Date APRIL 5, 1960 Machine Type ACCT. MACH. Machine Number 41
Please record each use of D P Equipment on this form. Write application number, card volume,
and employee number on line opposite your starting time. When operation is completed connect
asterisk on start line with asterisk on stop line.

TIME	APPLICATION	VOLUME	EMPLOYEE	TIME	APPLICATION	VOLUME	EMPLOYEE
8.00	00.0*			12.30	04.5*		
8.06	00.1*			12.36	04.6*		
8.12	00.2*			12.42	04.7*		
8.18	00.3*			12.48	04.8*		
8.24	00.4*			12.54	04.9*		
8.30	00.5*			1.00	05.0*		
8.36	00.6*			1.06	05.1*		
8.42	00.7*			1.12	05.2*		
8.48	00.8*			1.18	05.3*		
8.54	00.9*			1.24	05.4*		
9.00	01.0*			1.30	05.5*		
9.06	01.1*			1.36	05.6*		
9.12	01.2*			1.42	05.7*		
9.18	01.3*			1.48	05.8*		
9.24	01.4*			1.54	05.9*		
9.30	01.5*			2.00	06.0*		
9.36	01.6*			2.06	06.1*		
9.42	01.7*			2.12	06.2*		
9.48	01.8*			2.18	06.3*		
9.54	01.9*			2.24	06.4*		
10.00	02.0*			2.30	06.5*		
10.06	02.1*			2.36	06.6*		
10.12	02.2*			2.42	06.7*		
10.18	02.3*			2.48	06.8*		
10.24	02.4*			2.54	06.9*		
10.30	02.5*			3.00	07.0*		
10.36	02.6*			3.06	07.1*		
10.42	02.7*			3.12	07.2*		
10.48	02.8*			3.18	07.3*		
10.54	02.9*			3.24	07.4*		
11.00	03.0*			3.30	07.5*		
11.06	03.1*			3.36	07.6*		
11.12	03.2*			3.42	07.7*		
11.18	03.3*			3.48	07.8*		
11.24	03.4*			3.54	07.9*		
11.30	03.5*			4.00	08.0*		
11.36	03.6*			4.06	08.1*		
11.42	03.7*			4.12	08.2*		
11.48	03.8*			4.18	08.3*		
11.54	03.9*			4.24	08.4*		
12.00	04.0*			4.30	08.5*		
12.06	04.1*			4.36	08.6*		
12.12	04.2*			4.42	08.7*		
12.18	04.3*			4.48	08.8*		
12.24	04.4*			4.54	08.9*		
12.30	04.5*			5.00	09.0*		

RECAPITULATION					
Code	Card Volume	Time	Code	Card Volume	Time
100	17500	2.0			
106	8040	1.0			
150	4250	0.5			
200	4250	0.5			
500	11350	2.0			
100	11130	1.3			
802	6560	0.7			

TOTAL 69,080 8.0

State of Iowa
DEPARTMENT OF PUBLIC INSTRUCTION
State Office Building

Mach. Acct. -

REQUEST FOR MACHINE SERVICES

Title of
requested report:*MATH. TEACHER STUDY*

What is the report to be used for?

NATIONAL EDUC. DEF. ACT OF 1958

Information to be printed on the report

ALL INFORMATION FROM TEACHER EMPL. CARDS

Sequence of the report

BY SCHOOL SYSTEM

Totals requested

TOTAL OF ALL MATH TEACHERS

Number of copies and their distribution

*ONE COPY CERT. DIV.**SECOND COPY - STATISTICS*

Frequency

☒ One time ☐ Weekly☐ Daily ☐ Monthly ☐ Other
(Explain)

Schedule on which report is to be issued

Date service is requested to begin

1-5-60

Source documents

*EMPL. CARDS*Estimated cost per week to do the job with-
out machine services

Volume per week

*NONE*Number of cards to
punch per document*NONE*

REMARKS

STARTED AT 10:00
FINISHED AT 3:45 } *1-6-60*

Person in requesting division who will
co-ordinate with machine servicesName *E. G.*Phone *383*Requesting division number *31*By *A. C.*
Signature

Date

FOR MACHINE SERVICES USE ONLY

Estimated man hours

6

APPROVALS

P. F. J.

Assistant Superintendent

1-4-60

Date

M. M. O.

Manager, Machine Services

1-5-60

Date

Scheduled
start date*1-6-60*Report
number*1 (1960)*

Machine Accounting and Data Processing

WORK DISTRIBUTION SHEET

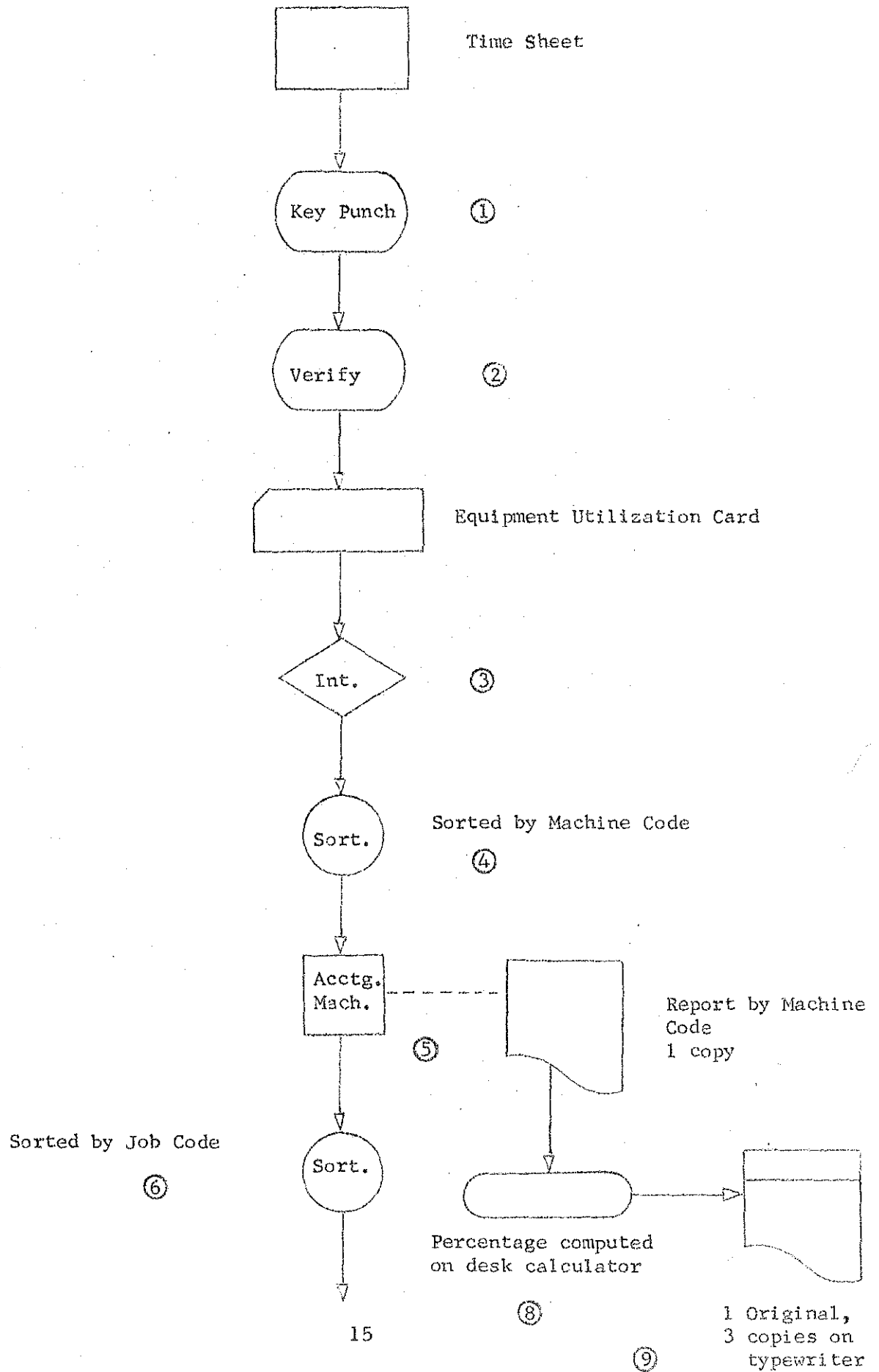
Date 4-25-60

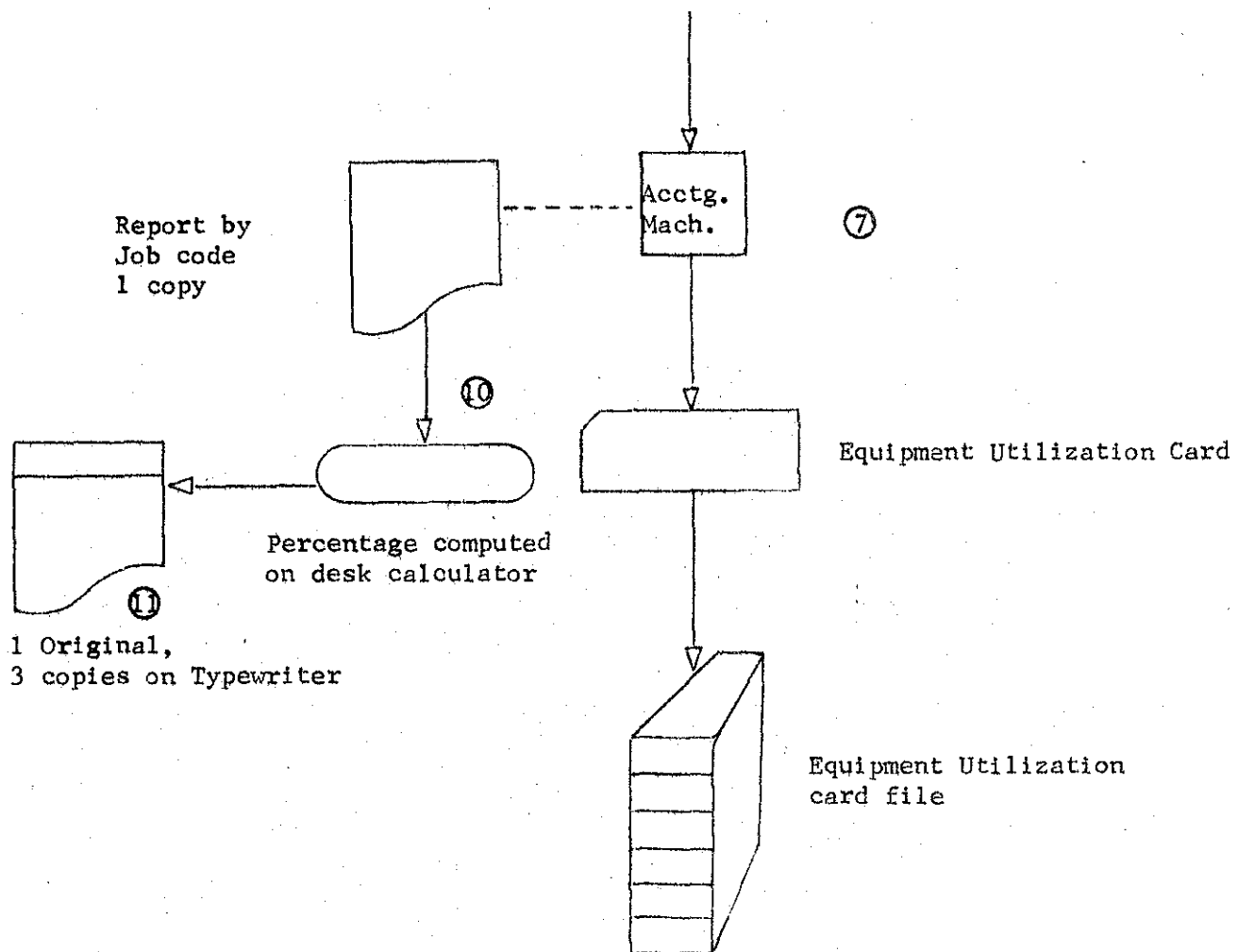
13

Utilization Card

[illegible]

Flow Chart





DATA PROCESSING PROCEDURES

Monthly Procedure

Information for daily time sheets is punched into equipment utilization cards.

1. & 2. One card for each job code is punched and verified.
3. Cards are interpreted as necessary.
4. Cards are sorted by machine code.
5. One copy of a report is printed on the accounting machine.
6. Cards are re-sorted on job code.
7. One copy of a report by job code is printed on the accounting machine.
8. Percentage on each machine utilization is computed on desk calculation.
9. One original and three copies of equipment utilization report by type of machine are typed. Original and two copies are delivered to Assistant Superintendent. One copy stays in IBM room.
10. Percentage of utilization on each machine by job code is computed on a desk calculator and compared against previous report.
11. One original and three copies of equipment utilization report by job code are typed. Original and two copies are delivered to the Assistant Superintendent. One copy stays in the IBM room.

Machine Time Report

Machine

Time

1 KEY PUNCH	526
2 KEY PUNCH	1633
3 KEY PUNCH	527
4 KEY PUNCH	1134
11 VERIFIER	1176
12 VERIFIER	1556
21 INTERPRETER	296
31 COLLATOR	620
41 ACCT MACH	1692
51 REPRODUCER	436
61 CALCULATOR	84
71 SORTER	645
81 EL ST MACH	456

10779

Job Time Report

Machine	Job No.	Time
1 KEY PUNCH	100	15
2 KEY PUNCH	100	29
3 KEY PUNCH	100	7
4 KEY PUNCH	100	9
11 VERIFIER	100	7
12 VERIFIER	100	6
21 INTERPRETER	100	4
31 COLLATOR	100	28
41 ACCT MACH	100	371
51 REPRODUCER	100	2
71 SORTER	100	62
81 EL ST MACH	100	3
		543
41 ACCT MACH	105	13
		13
21 INTERPRETER	106	11
31 COLLATOR	106	45
41 ACCT MACH	106	92
51 REPRODUCER	106	41
61 CALCULATOR	106	48
71 SORTER	106	25
		262
4 KEY PUNCH	108	19
11 VERIFIER	108	9
21 INTERPRETER	108	3
41 ACCT MACH	108	78
51 REPRODUCER	108	8
81 EL ST MACH	108	6
		123
41 ACCT MACH	110	7
		7
2 KEY PUNCH	117	5
3 KEY PUNCH	117	52
12 VERIFIER	117	60
		117
2 KEY PUNCH	118	45
21 INTERPRETER	118	23
31 COLLATOR	118	10
41 ACCT MACH	118	11
51 REPRODUCER	118	28
71 SORTER	118	25
81 EL ST MACH	118	18
		160
21 INTERPRETER	119	9
31 COLLATOR	119	7
41 ACCT MACH	119	35
51 REPRODUCER	119	30
71 SORTER	119	36

MACHINE ACCOUNTING
AND
DATA PROCESSING

TO:

FROM:

MONTHLY REPORT OF UTILIZATION OF DATA PROCESSING EQUIPMENT

March 1960

MACHINE NAME AND NUMBER	NUMBER OF HOURS	PERCENTAGE	MAINTENANCE HRS.
Key Punch 1	33.1	18.4	0.0
Key Punch 2	154.7	85.9	1.7
Key Punch 3	166.3	92.4	1.6
Key Punch 4	126.3	70.2	2.3
Verifier 1	168.8	93.8	0.0
Verifier 2	172.1	95.6	0.6
Interpreter	34.3	19.1	1.7
Collator	113.0	62.8	0.0
Accounting Machine	180.8	100.4	1.3
Reproducer	67.9	37.7	0.4
Calculator	59.0	32.8	0.0
Sorter	93.6	52.0	5.8
Elect. Stat. Mach.	84.1	46.7	0.6
TOTAL	1454.0	63.2	16.0

Supervisor
Tabulating Division

MACHINE ACCOUNTING
AND
DATA PROCESSING

TO:

FROM:

MONTHLY REPORT OF UTILIZATION OF DATA PROCESSING EQUIPMENT BY JOB

March 1960

Job Code	Key P 1	Key P 2	Key P 3	Key P 4	Verif 11	Verif 12	Inter 21	Coltr 31	Act M 41	Repdr 51	Calct 61	Sortr 71	ELSTM 81	Total	%
100	.7	32.8	50.0	15.5	29.5	37.9	2.0	6.5	83.2	.4		9.4	7.1	275.0	11.9
106							.7	.3	1.6	2.6	2.0	.6	.4	8.2	0.3
108	3.7	2.3	8.1	2.5	3.2	9.9			.7				1.2	31.6	1.4
110							.9	1.7	9.4	7.5	28.0	2.7	1.0	51.2	2.2
113									2.9		8.0			10.9	0.5
114	4.4		5.6		17.3	9.0	1.6	3.4	2.5	9.3	10.7	3.9		67.7	2.9
115							3.0			.4				3.4	0.1
116									2.7	.6	5.7	1.6		10.6	0.5
117									14.9	.5	2.1	14.9	20.3	52.7	2.3
150		3.2	5.8	4.3	9.3	2.8	3.0	.3	1.9	.4		1.8	.5	33.3	1.4
152													2.3	2.3	0.1
153								6.4						6.4	0.3
154			2.7		1.1	.8								4.6	0.2
200	9.6	20.1	33.0	9.9	30.2	20.2	7.4	4.4	12.1	12.3		11.1	5.2	175.5	7.6
204			.3					17.1	1.6	3.2			4.7	26.9	1.2
205								48.5				9.5		58.0	2.5
250	1.3	.5	.7			.5	.8		1.7			.5	1.8	7.8	0.3
251		1.8						1.6	4.7			.5		8.6	0.4
253								7.8					.4	8.2	0.4
254	.6								1.2			3.4	8.9	14.1	0.6
255								9.0				7.6	10.1	26.7	1.2
350		1.4											4.1	5.5	0.2
351												5.7	5.1	10.8	0.5
400			9.0		.8	4.8	1.9		8.1	1.3		.6	.5	27.0	1.2
500		30.7	12.5	9.9	21.3	9.7	1.3	3.4	17.2	4.9	1.7	6.2	4.7	123.5	5.4
505									1.3					1.3	0.1
517									5.7					5.7	0.2
553	.3	13.0	13.0	6.3	13.4	12.8	2.1			.7		1.4		63.0	2.7
700	12.5	45.7	25.6	71.6	41.7	62.2	9.0	2.3	5.9	23.1		11.2	4.2	314.0	13.7
802		1.1			1.0		.2	.3	1.5	.7	.8	.5		6.1	0.3
950		2.1		6.3		2.5	.4					.5	1.6	13.4	0.6
TOTAL	33.1	154.7	166.3	126.3	168.8	172.1	34.3	113.0	180.8	67.9	59.0	93.6	84.1	1454.0	63.2

Supervisor
Tabulating Division

EDUCATIONAL DIRECTORY

The Iowa Educational Directory is published annually and contains the following information:

Staff directory of the Department of Public Instruction.

Names and addresses of county superintendents and professional staff, by counties.

Alphabetical list of approved public four-year high school districts and administrators and faculty, with title of position or subject taught and number of years in the system.

Alphabetical list of local and county superintendents.

Pupil-teacher ratios and other statistical data.

In the past, information required for the directory has been obtained from the Superintendent's Report of Teacher Personnel, Form No. 2. This form is also used for checking the qualifications of administrators, supervisors, and teachers for certification and approval standards. A sample form is shown in the chapter, Teacher Employment.

IBM cards are punched to show the folder number of the administrator or teacher, the name, the position held or subject or grade taught, and total number of years experience in the present school system. This information is printed on the accounting machine, the list is checked for accuracy, and sent to the printer of the directory.

This procedure will be revised before the beginning of the 1960-1961 school year. Multiple-spaced copies of the last school directory will be printed on the accounting machine and mailed to the appropriate school districts for corrections, deletion of names of personnel no longer in that school system, and the addition of new personnel. The corrected sheets will be returned to the Research and Publications Division. New cards will be punched and verified and other cards updated and revised.

7,103
MOUNT AYR TEL 57, P ~~3-844~~, RINGGOLD C,

COMM, NCA, TY ORG 8 4, HS EN ~~338~~ ³⁴²
ELEM EN ~~875~~ ⁸⁷⁵ JACK FOSTER
PRES ~~WILTON HENDERSON~~

SECY MRS. PEARL BEATH

4616 HANSEN, C. ARTHUR, SUPT, 4
68114 JONES, ROBERT L.
~~30543 CARR, MAURICE LEO~~, ASST SUPT, 3

HIGH SCHOOL

32647 GEIGER, VANCE E., PRIN, 9

~~61520 ARNDT, MAURICE WAYNE, P ED, 1~~

29268 BASSETT, BERNADINE, BUS ED, 4

51014 BROWN, ARLAN KAY, SCI, SOC ST, 2

1754 FENN, CARL EUGENE, DRIV ED, TEA COUN, 1

34213 HAUPTMANN, R. E., VOC AG, 18

42468 HERRINGTON, G. DALE, BUS ED, 3

41032 JOHNSON, MARY BLACK, SCI

16033 JOHNSTON, VIVIAN MC ELROY, SP, LIBR, 3

50655 JONES, WILMA, ENG, 13

~~50656 LEHNKUM, BERNICE, SCI, 28~~

66788 MC CULLOUGH, ROBERT L., SOC ST

4734 MC NEILL, JOE, SOC ST, 9

2377 MIDGORDEN, BERTHA, MU, 16

67111 MILLER, RUTH, ENG

37795 MOSER, GRACE MC CAULSIN, VOC HMKG, 12

8381 MULLENAX, ROY, MATH, 2

31507 OBERNEIER, MELVIN HANKS, TEA COUN, MATH

32237 ROED, CHESTER A., IND ARTS, P ED, 1

~~RUST, MAUDE, ENG~~

70143 SMITH, JOHN J., P ED

21610 SPERA, AGNES, MATH, SCI, 1

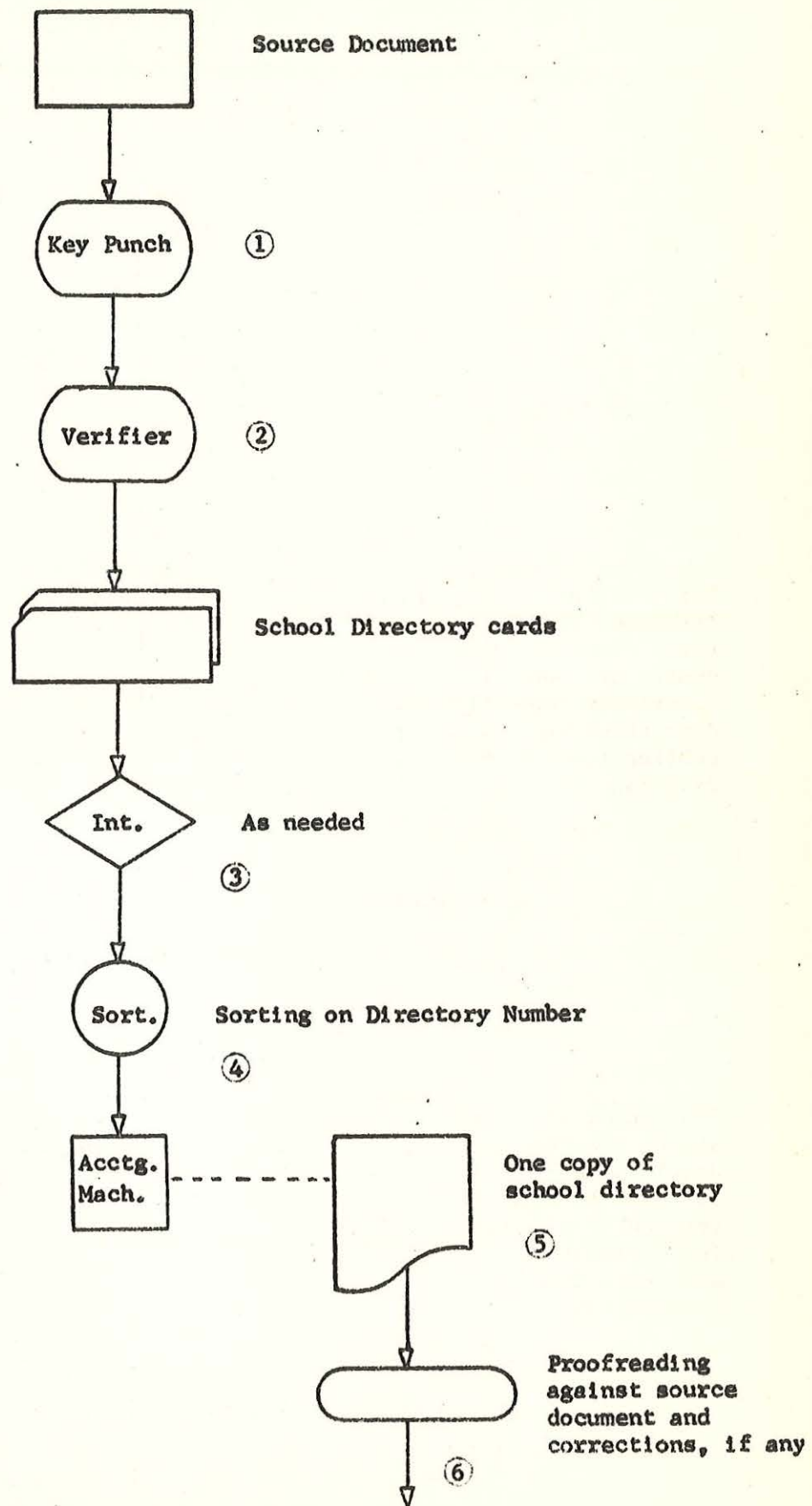
38162 SULLIVAN, EDWARD L., INSTR MU, 2

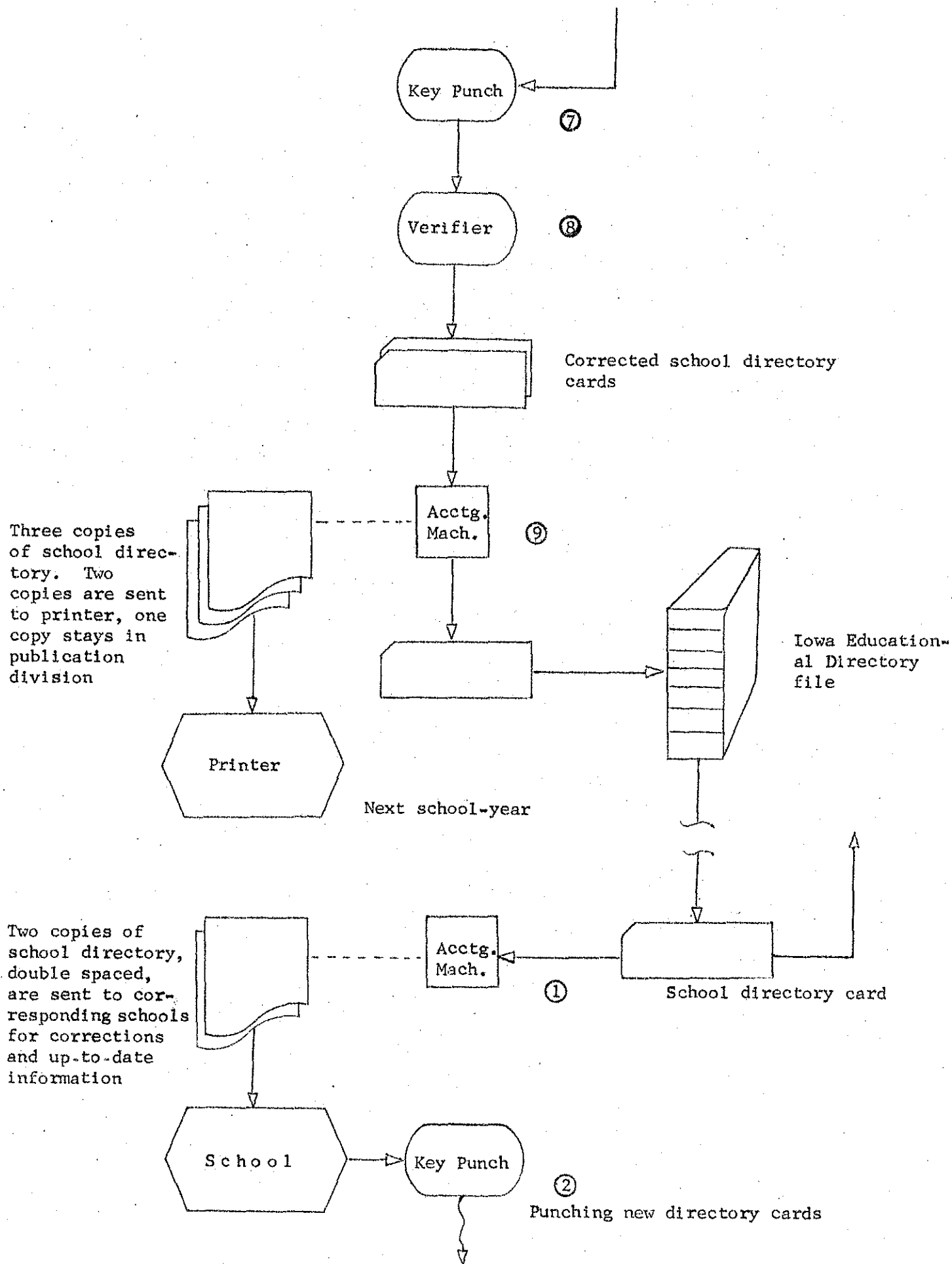
59509 WERNER, IRIS MEANEY, ENG, SPCH

Directory Cards

[illegible][illegible]

Flow Chart





DATA PROCESSING PROCEDURES

Annual Procedure

The Iowa Educational Directory is punched from "Superintendent's Report of Teacher Personnel. "

Besides regular directory information, we also punch some coded details about each school in predetermined fields. This information helps us with different statistical studies during the year.

1. & 2. School directory cards are punched and verified.
3. Directory cards are interpreted as needed.
4. Cards are sorted in sequence on directory number.
5. One copy of the school directory is printed on the accounting machine and sent to the Research and Publications Division for proofreading.
6. Printed information is checked against the source document and corrections are made if necessary. The corrected copy is returned to the IBM Division.
7. & 8. New cards for corrected items are punched and verified.
9. Three copies of the school directory are printed on the accounting machine. Two copies are sent to the printer and one copy stays in the Research and Publications Division.

Next School Year

1. Before the beginning of the next school year, we will print copies of the school directory, multiple-spaced, and mail them to corresponding districts for corrections and additions.
2. Each school district will return one copy of the corrected sheet. New cards will be punched and verified. Procedure follows exactly the pattern of previous year except that many of the cards can be updated and reused.

MOUNT AYR TEL 57, P 7, 103, RINGGOLD C,
COMM, NCA, TY ORG 8 4, HS EN 342,
ELEM EN 875, PRES JACK FOSTER,
SECY MRS. PEARL BEATH

4616 HANSEN, C. ARTHUR, SUPT, 5
68114 JONES, ROBERT L., ASST SUPT
HIGH SCHOOL
32647 GEIGER, VANCE E., PRIN, 10
29268 BASSETT, BERNADINE, BUS ED, 5
51014 BROWN, ARLAN KAY, SCI, SOC ST, 3
1754 FENN, CARL EUGENE, DRIV ED, TEA COUN, 2
34213 HAUPTMANN, R. E., VOC AG, 19
42468 HERRINGTON, G. DALE, BUS ED, 4
41032 JOHNSON, MARY BLACK, SCI
16033 JOHNSTON, VIVIAN MC ELROY, SP, LIBR, 4
50655 JONES, WILMA, ENG, 14
66788 MC CULLOUGH, ROBERT L., SOC ST 1
4734 MC NEILL, JOE, SOC ST, 1
2377 MIDGORDEN, BERTHA, MU, 17
67111 MILLER, RUTH, ENG
37735 MOSER, GRACE MC CAULSIN, VOC HMKG, 13
8381 MULLENAX, ROY, MATH, 3
31507 OBERMEIER, MELVIN HANKS, TEA COUN, MATH
32237 ROED, CHESTER A., IND ARTS, P ED, 2
70143 SMITH, JOHN J., P ED
21610 SPERA, AGNES, MATH, SCI, 2
38162 SULLIVAN, EDWARD L., INSTR MU, 3
59509 WERNER, IRIS HEANEY, ENG, SPCH 1
59527 WERNER, JOHN ANDREW, ENG, SPCH 1
BEACONSFIELD ELEMENTARY SCHOOL
40209 DAUGHTON, VERA E., 6TH 8TH, 2
48724 GROSS, HELEN HAMMANS, 3RD 5TH, 3
4182 SLEZAK, IMOGENE FLORENCE, K 2ND, 8
26683 BUELL, EVELYN HUGHES, MU, 5 1/2
57139 BYERS, RAYMOND E., PRIN, 2
27515 HOWE, PATRICIA COULTHARD, 6TH, 3
47092 JOHNSON, AUDREY ANDREASON, 6TH, 4
18228 MICKAEL, ALBERTA, 5TH, 6TH, 3
46252 JACKSON, DONELLA TAYLOR, 5TH, 5
28199 LESAN, HAZEL RAWLINGS, 5TH, 29
52941 GEISE, DALE, P ED 1
2377 MIDGORDEN, BERTHA, MU, 17
38162 SULLIVAN, EDWARD L., INSTR MU, 3
DELPHOS ELEMENTARY SCHOOL
40099 CAMPBELL, MARGARET, 6TH 8TH, 3
27895 PARKS, MONICA IRENE, 3RD 5TH, 2
37679 HUMBERT, MARY K., 1ST, 2ND, 18
20704 SAVILLE, MAY GARRARD, K, 6
26683 BUELL, EVELYN HUGHES, MU, 5 1/2
52941 GEISE, DALE, P ED 1
25758 ROBERTS, IROLENE BASS, MU, 4
ELLSTON ELEMENTARY SCHOOL
5234 CAMPBELL, GLENN, 7TH, 8TH, 6 1/2
46792 MILLER, ELEANOR CAMPBELL, 5TH, 6TH, 2
37221 LORIMOR, SHIRLEY LEWIS, 3RD, 4TH, 7

OFFICE PAYROLL AND BOOKKEEPING

Computation for the payrolls of the State Department is done primarily through the use of data processing equipment. Our bookkeeping department maintains a control account for salaries, but the actual payroll and the employee earnings register is prepared with this equipment. The necessity of keeping manually prepared individual records of earnings and deductions is thus eliminated, and with the data compiled on our processing equipment we are able to automatically make a statement of earnings and deductions for each employee and to process W-2 forms for internal revenue purposes.

PERIOD ENDING June 15, 1960

Revision No. _____

Date Made _____

[illegible]

Adjustment No. _____

State of Iowa
DEPARTMENT OF PUBLIC INSTRUCTION
Pay Roll Adjustment

Date Made _____

[illegible]

Payroll Card

[illegible]

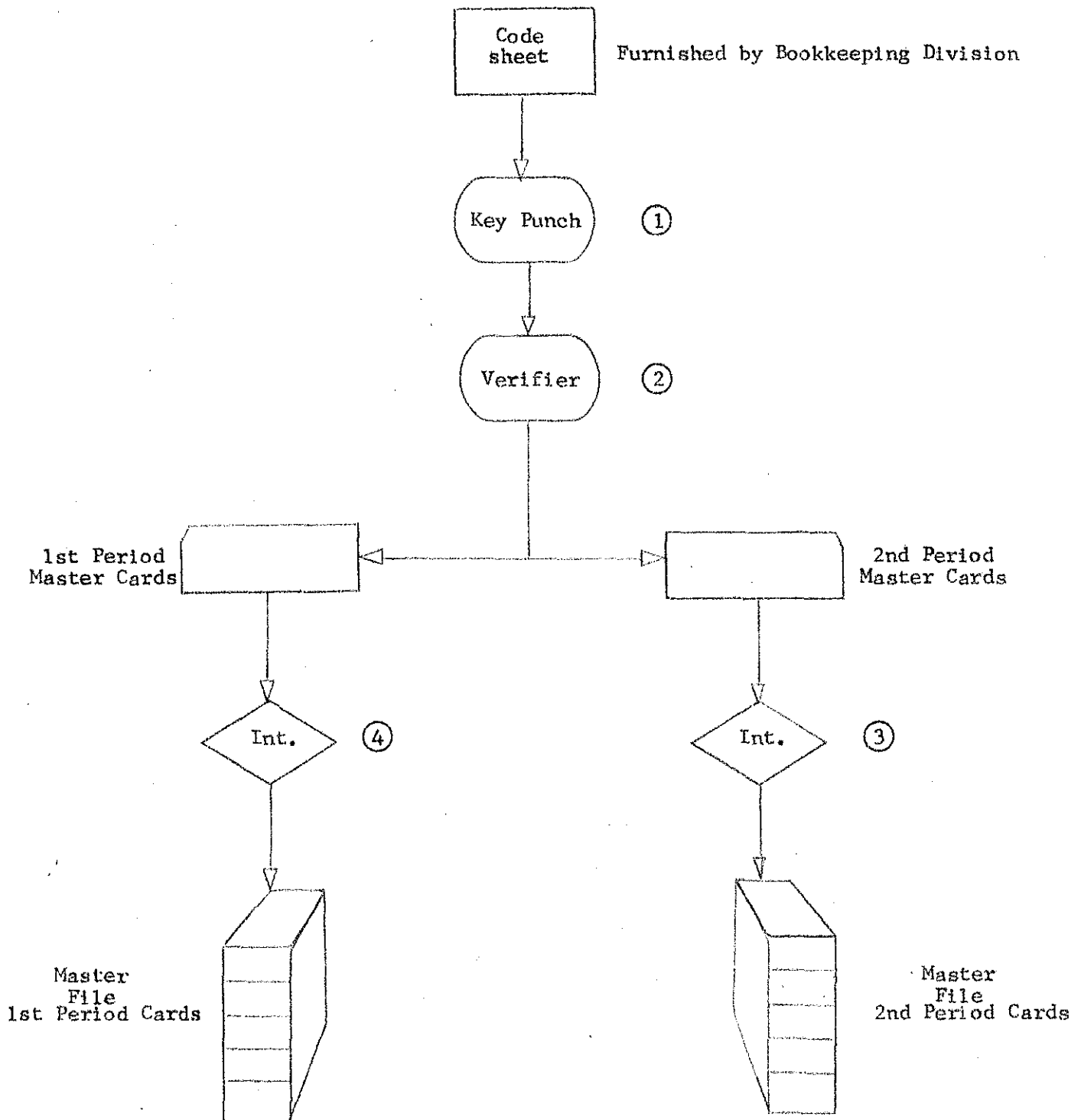
State Salary Book Card

[illegible]

W-2 Form Cards

[illegible][illegible]

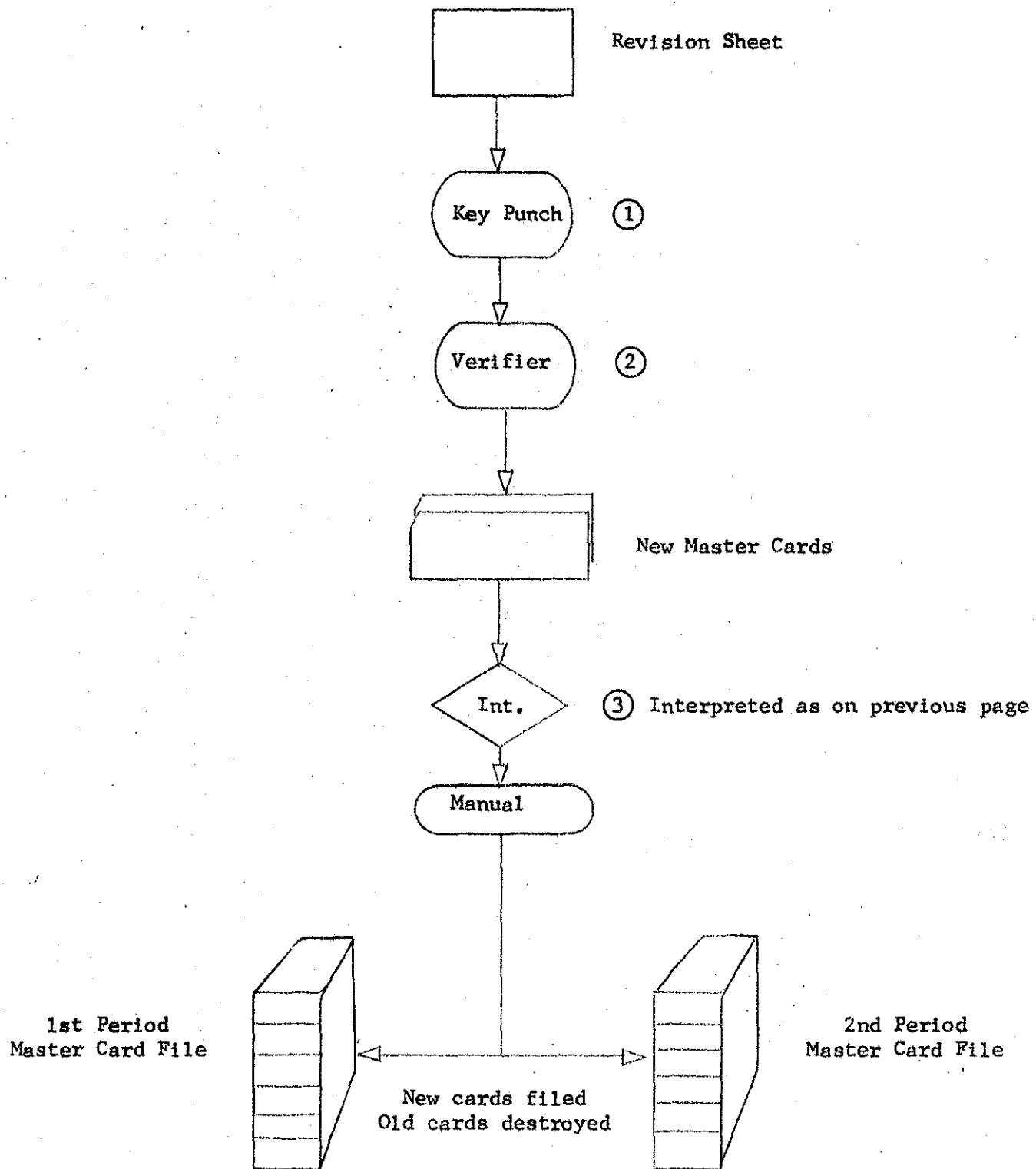
Flow Chart
Semimonthly Procedure



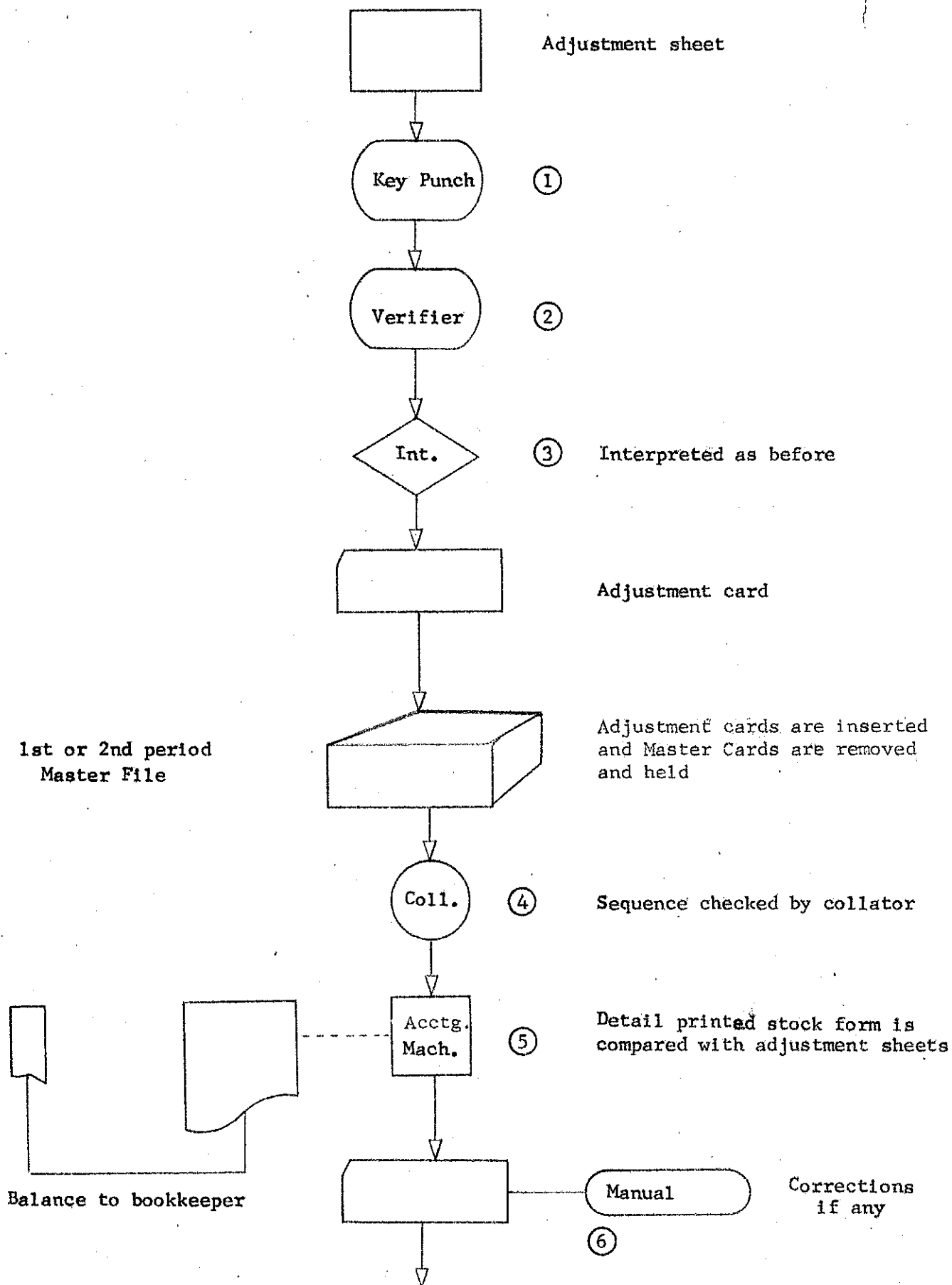
Card Columns			
Div. No.	1 - 2	With. Tax	48 - 53
Employee No.	3 - 5	FICA	54 - 58
Name	6 - 27	IPER S	59 - 63
Title	28 - 35	Hosp & L. In	64 - 68
Ann. rate	36 - 40	Bonds	69 - 73
Semi Mo. Earn.	41 - 47	Net Amnt.	74 - 80

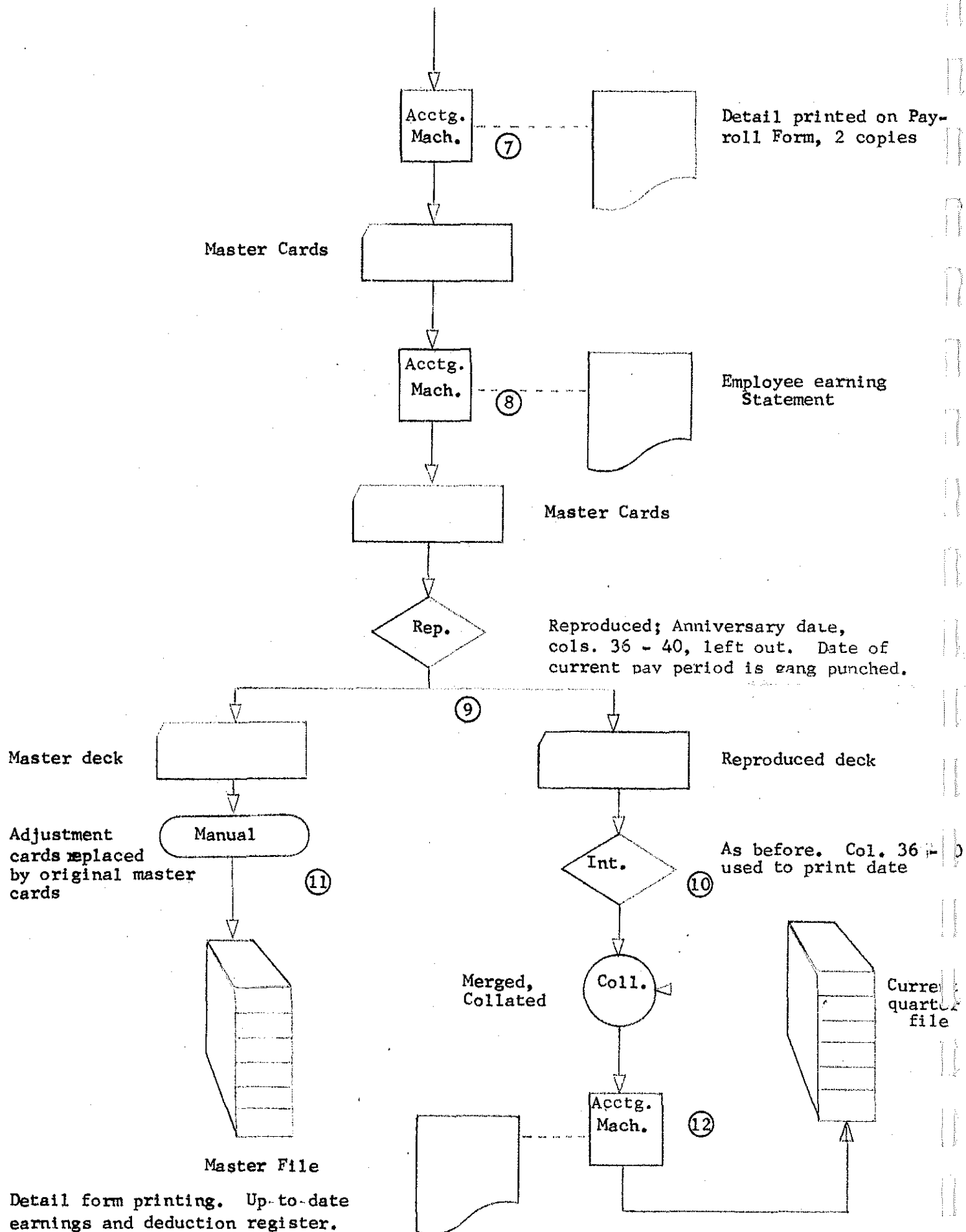
Interpreter			
Division No.	1 - 2	1 - 2	
Employee No.	3 - 5	4 - 6	
Name	6 - 27	8 - 29	
Anniversary date	36 - 40	54 - 58	

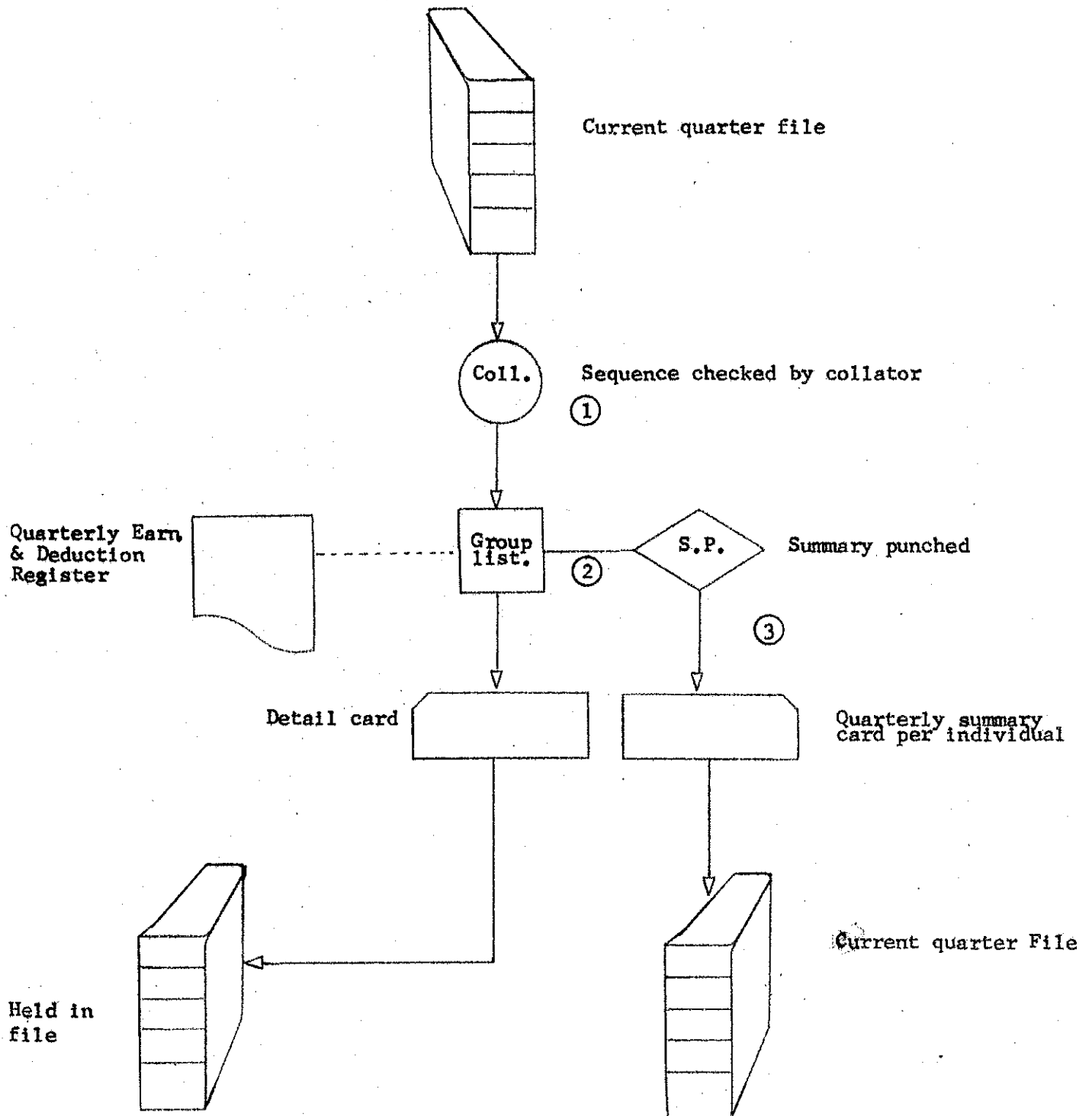
Revision sheets are received from the bookkeeper each pay period.



Adjustment on payroll is furnished by the bookkeeping division by 4:00 o'clock on the 3rd and the 18th of each month. IBM runs payroll on the morning of the 5th and the 20th of each month.

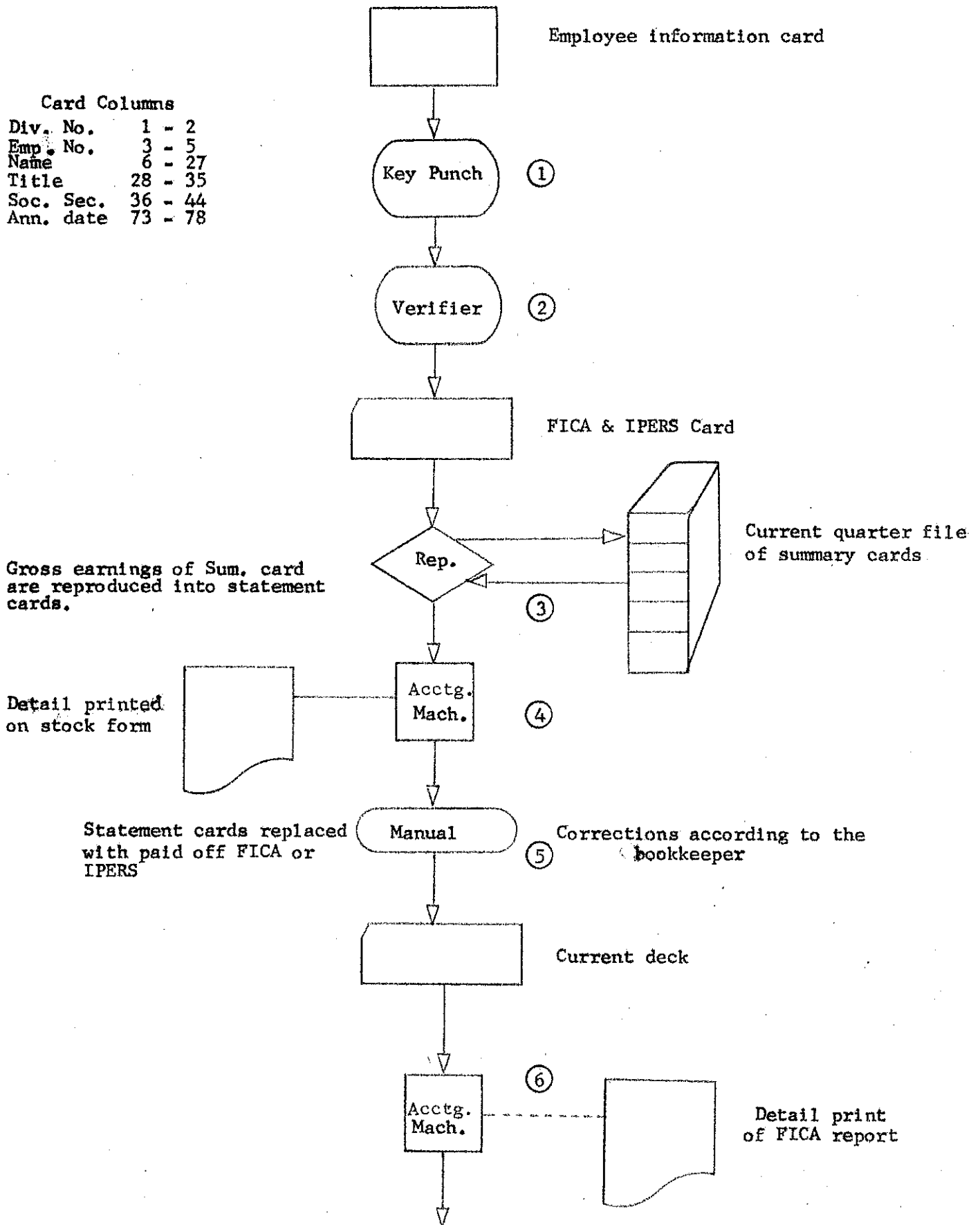


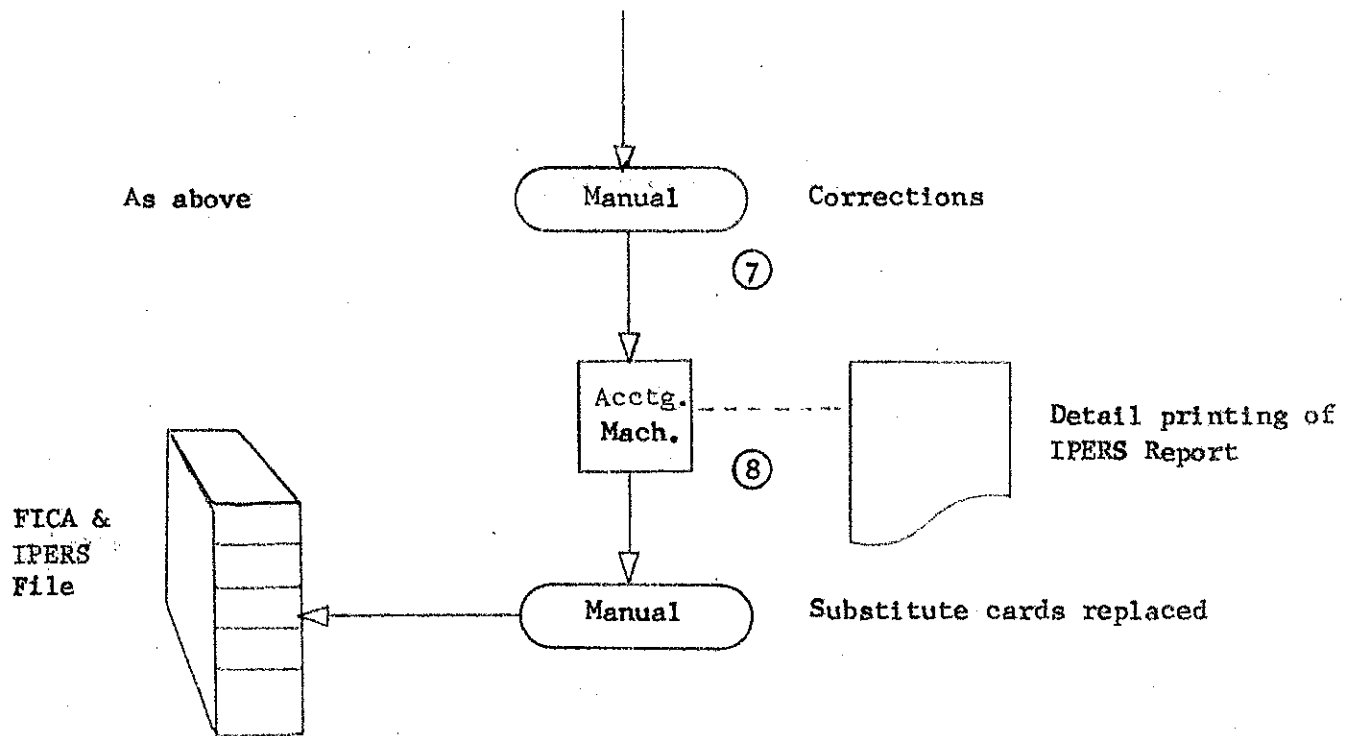




Flow Chart

Quarterly FICA and IPERS Report Procedure





DATA PROCESSING PROCEDURE

(Semimonthly Procedure)

Payroll Register

There are two decks of master cards. One deck covers the first half of the month (1 - 15), and the second deck covers the second half of the month (16 - 30).

Adjustment or revision cards, if any, are inserted in place of the original master cards.

We print a preliminary run, on stock paper, by citation number to compare with totals from the Finance Division. (Permanent payroll board is used.)

Each payroll is terminated by a total of individual salaries, total of state's share of retirement program, and total of state's share for Federal Social Security.

The above totals are printed on the same stock paper using payroll permanent board with disconnected comparing wire.

With the proven total, the payroll is printed on the original form, comparing on division number (columns 1 - 2).

To obtain a total of more than one division, cards involved are run again with set-up switches 1, 2, and last card automatic total on.

Earnings and Deduction Slip

We use cards from current run including all revision and adjustment cards.

A permanent board is used for this job.

A card with proper date punched in columns 29 - 34 and "X" in column 1, followed by the current run of payroll cards, is fed into the machine.

Earnings and Deduction Register

We reproduce current payroll (run on 5081 manila cards) on reproducing machine leaving blank space between columns 36 - 40.

Reproduced cards are run again and the proper date is gang-punched in the blank space.

Reproduced cards are collated with current yearly file.

Deduction register is printed using payroll permanent board with this change: Comparing is done on employee number with set-up switches 1, 2, and final total on.

FICA and IPERS Report

Information used to print FICA and IPERS report is punched on green 5081 cards.

At the end of every quarter we summary punch the combined amount of gross earnings into FICA and IPERS cards for every employee.

A FICA and IPERS report is then printed.

If during a year the amount of FICA or IPERS differ from gross earnings, an adjustment card (manila 5081) is inserted in place of the original green card during the time of printing.

Withholding Tax

This operation involves two types of cards:

1. Withholding tax card.
2. Name and address card.

(Optional: Heading card is used if heading is not printed on form.)

Forms used for IBM printing are shown on the following two pages.

DEPARTMENT OF PUBLIC INSTRUCTION

PAYMENT AUTHORIZED BY

Period From 19____
To 19____

STATE OF IOWA
PAY ROLL REGISTER

Chap. _____ Sec. _____ G.A.
Code

DIV. NO.	EMPL. NO.	NAME	TITLE	ANNUAL RATE	SEMI-MO. RATE	WITHHOLDING TAX	F.I.C.A.	I.P.E.R.S.	HOSPITAL INSUR.	LIFE INS.	BONDS	AMOUNT DUE
11	2	JOHN DOE	DIRECTOR	8340	34750	4800	1042	1216	1500			26192
				8340	34750	4800	1042	1216	1500			26192
20	36	JAMES BROWN	CONSLT	7800	32500	3440	975	1137	835		937	25176

DEPARTMENT OF PUBLIC INSTRUCTION

PAYMENT AUTHORIZED BY

Period From 19____
To 19____

STATE OF IOWA
EMPLOYEE EARNINGS AND DEDUCTION REGISTER

Chap. _____ Sec. _____ G.A.
Code

DIV. NO.	EMPL. NO.	NAME	TITLE	ANNUAL RATE	SEMI-MO. RATE	WITHHOLDING TAX	F.I.C.A.	I.P.E.R.S.	HOSPITAL INSUR.	LIFE INS.	BONDS	AMOUNT DUE
11	2	JOHN DOE	DIRECTOR	8340	34750	4800	1042	1216	1500			26192
20	36	JAMES BROWN	CONSLT	7800	32500	3440	975	1137	835		937	25176
20	37	TOM MURPHY	CLERK 3	2880	8800	1320	264	308	1500			5408
22	179	JEANE DAVIS	CLERK 2	3060	12750	1770	382	446				10152

DEPARTMENT OF PUBLIC INSTRUCTION STATEMENT OF EARNINGS AND DEDUCTIONS

PAY PERIOD ENDING 4 30 1960

EMPL. NO.	NAME	GROSS EARNINGS	W.H. TAX	F.I.C.A.	I.P.E.R.S.	HOSP. INS.	BONDS	AMOUNT DUE
2	JOHN DOE	347 50	48 00	1042	1216	15 00		261 92

Date
Period
EndedPage
Number

If this form is used as a continuation sheet for Form 943, please check here.

READ INSTRUCTIONS CAREFULLY.

Attach only original continuation sheets to your tax return.
Do not send a carbon copy to the U. S. District Director of
Internal Revenue.

Type or print in this space employer's identification number, name, and address of principal place of business, exactly as shown on the return.

Employee's Account Number (If number is unknown, see Circular A, E, or VI)			Name of Employee (Please type or print)	WAGES TAXABLE UNDER F.I.C.A. Paid to Employee in Period (Before deductions)	State, Possession, or Territory of Employment (or "OUTSIDE U.S.")
000	00	0000	JOHN DOE	3 000 00	
000	00	0000	JOHN DOE	3 000 00	
000	00	0000	JOHN DOE	3 000 00	
000	00	0000	JOHN DOE	3 000 00	
000	00	0000	JOHN DOE	3 000 00	
000	00	0000	JOHN DOE	3 000 00	
000	00	0000	JOHN DOE	3 000 00	
000	00	0000	JOHN DOE	3 000 00	
000	00	0000	JOHN DOE	3 000 00	
000	00	0000	JOHN DOE	3 000 00	
000	00	0000	JOHN DOE	3 000 00	
000	00	0000	JOHN DOE	3 000 00	
000	00	0000	JOHN DOE	3 000 00	
000	00	0000	JOHN DOE	97 20	
000	00	0000	JOHN DOE	97 20	
000	00	0000	JOHN DOE	97 20	
000	00	0000	JOHN DOE	97 20	
000	00	0000	JOHN DOE	97 20	
000	00	0000	JOHN DOE	97 20	
000	00	0000	JOHN DOE	97 20	
000	00	0000	JOHN DOE	97 20	
000	00	0000	JOHN DOE	97 20	
TOTALS FOR THIS PAGE—Taxable wages and number of employees			\$	42 777 60	

SCHOOL LUNCH COMMODITY DISTRIBUTION

Schools with Federal School Lunch Programs must apply for participation in the School Lunch Commodity Distribution Program each year. Information from these applications is punched on IBM cards and used to compute commodity distribution.

Figures on average daily participation in the school lunch program are totaled on IBM for the areas served by each of the six commodity distribution centers. This total is applied against the individual school average daily participation figure to arrive at a percentage figure. This per cent is then applied to the amount of commodities available at each distribution center and individual school allotments are thus computed. These figures are printed on cards by IBM and sent to the participating schools, which in turn may request more or less than their allotment and return the card to the State Department. Adjustments are then made and a warehouse release form is printed by IBM and sent to the distribution centers so that commodities can be released to the schools.

The application forms and the cards punched from these forms shown on the following pages are also used for school lunch reimbursement.

State of Iowa
DEPARTMENT OF PUBLIC INSTRUCTION
Iowa School Lunch Program
Des Moines 19, Iowa

APPLICATION
National School Lunch Program

1. Agreement Number 52-15
2. Name of School District Midville Consolidated School
3. Name of Person authorized to claim reimbursement and receive commodity information
Mr. Mrs. Miss E. W. Jackson, Superintendent
4. Address to which all correspondence and commodities should be sent (IBM procedure permits use of only one) Midville, Iowa
5. Number of attendance units covered by this application 2 Indicate number here and list on reverse side even if only one unit is covered.
6. a. Were these attendance units in the National School Lunch Program last year? Yes
b. Will these units also participate in the Special Milk Program? Yes
7. Period of Operation: a. Date program is expected to begin August 31, 1960
b. Date program is expected to end May 27, 1961
8. Participation Information (Estimated):
a. Average daily attendance in entire school district 315
b. How many of these children will eat lunches each day? 260
If this number is considerably more or less than the average daily participation during the prior year, please explain _____
c. How many of these children will be served free or less than full cost lunches each day? 20
d. How many adults will eat lunches each day? 26
9. Lunch charges (Insert "Not Sold" in any of the following categories not used):

	CHILDREN	ADULTS
a. Daily	30¢	30¢
b. Weekly	\$ 1.25	\$1.50
c. Monthly	5.00	6.00

I certify that the above information is true and correct to the best of my knowledge.

July 1, 1960 James E. Jones Secretary
Date Signature of Pres. or Sect'y of School Board Title

***** DO NOT WRITE BELOW *****

The attendance units covered by this application as listed in Schedule A on the reverse are approved for a reimbursement rate of 4¢ for each Type A lunch with milk served and your National School Lunch Program Agreement is renewed effective Sept. 1, 1960 and ending the following June 30.

Sam T. Smith Aug 15, 1960
Director, Iowa School Lunch Program Date

'Please supply the following information for
'the attendance units shown in Schedule A.

State of Iowa
DEPARTMENT OF PUBLIC INSTRUCTION
Iowa School Lunch Program
Des Moines 19, Iowa

APPLICATION--AGREEMENT
Special Milk Program

A. APPLICATION

1. Agreement Number 52-15
2. Name and Address of School District Midville Consolidated School

	Midville	Iowa	Jones
Street and Number	Route	City	State County
3. Number of attendance units covered 2 Names of Units Midville Jr., Sr. High
Midville Elementary
 (attach list if necessary)
4. a. Will these attendance units also serve Type A lunches under the National School Lunch Program? Yes
 b. Will you comply with regulations by not operating your food or milk service as a concession or contracting with a catering or other food service company? Yes
5. Date program is expected to begin August 31, 1960 : End May 27, 1961
6. Estimated average daily attendance 315 How many of these will take milk 140
7. Price paid distributor for half pint of milk: Unflavored white 5¢ Flavored _____
8. Charge to children for half pint of milk: Unflavored white 2¢
 Flavored _____
9. Milk consumed by adults, such as teachers, is not reimbursable. Will provision be made to count and exclude such milk from the reimbursement claims? Yes
10. Name and address of person who is authorized to sign claims and to receive checks.

Mr. Mrs. Miss	E. W. Jackson	Superintendent
	Name	Title
		Midville, Iowa
		Address

B. AGREEMENT

In order to effectuate the purposes of Section 201 (c) of the Agricultural Act of 1949, as amended, the State Department of Public Instruction (hereinafter referred to as the State Agency), and the School District, whose name and address is indicated in item 2 above, (hereinafter referred to as the sponsoring agency) covenant and agree as follows:

1. The State Agency shall reimburse the sponsoring agency, to the extent of funds available, for milk served in accordance with the terms of this agreement in any Federal fiscal year during which this agreement is in effect.
2. The assigned rate of reimbursement under this agreement is 4¢ per half pint.
3. This agreement shall be effective for the period commencing August 25, 1960 and ending the following June 30.
4. The sponsoring agency agrees to:
 - a. Conduct a nonprofit food service or a nonprofit milk service in the event that no other food is served in the school. Records of income and expenditure shall be maintained in such a manner as to reflect the nonprofit status of the food or milk service.

- b. Claim reimbursement only for fluid whole milk, flavored or unflavored, which meets the State and local standards for unflavored whole milk as to butterfat content (3.25 per cent) and sanitation.
 - c. Claim reimbursement only for fluid whole milk purchased for service to children in school exclusive of the first half pint of milk served as a part of a Type A lunch under the National School Lunch Program.
 - d. As a means of encouraging increased milk consumption, maximum use of the reimbursement payments shall be made to reduce the price of separate servings of milk to children. Within school distribution costs shall not exceed one cent per half pint unless a higher distribution cost has received prior approval of the State Agency.
 - e. Submit to the State Agency monthly, on a form provided by the State Agency, a claim for reimbursement covering operations for the previous month.
 - f. Assume full responsibility for the accuracy of all claims for reimbursement submitted to the State Agency pursuant to this agreement.
 - g. Maintain full and accurate records of operations pursuant to this agreement and keep such records for a period of three years after the end of the Federal fiscal year for which this agreement is in effect.
 - h. Make available to the State Agency, as well as to the Agricultural Marketing Service, for examination and audit at any reasonable time and place, all accounts and records pertaining to the operation of the Special Milk Program.
5. This agreement may be terminated upon ten days' written notice on the part of either party hereto, and the State Agency may terminate this agreement immediately after receipt of evidence that the terms and conditions of this agreement have not been fully complied with by the sponsoring agency.
 6. The sponsoring agency hereby certifies that the school(s) listed in this application-agreement are public schools of high school grade or under.
 7. Rates of reimbursement shall be subject to change by the State Agency at any time upon advance notice to the sponsoring agency in writing.

8. Definitions:

Cost of Milk: The purchase price paid by the school to the milk distributor for milk delivered to the school. This does not include any amount paid to the milk distributor for the rental of or installment purchase of milk service equipment.

Within-School Distribution Costs: Direct expenses incurred by the school in connection with the sale, handling and service of milk. This may include expenses incident to the acquisition or rental of necessary milk service equipment.

Nonprofit Food or Milk Service: Food or milk service maintained by or on behalf of the school for the benefit of the children, all of the income from which is used solely for the operation or improvement of such food or milk service.

Midville Consolidated School

Name of School District

Samuel W. Smith

Signature of Pres. or Sec'y of Board

Title Secretary

Date July 1, 1960

State Department of Public Instruction

Approved by

Sam T. Smith

Title Director, Iowa School Lunch Program

Date August 3, 1960

Date 9-1-60

Flour, all-purpose (Commodity)	baler, 5/10# bags (Pack)	60 (Code #)	Net
Cambridge 1		2800	
86-71 Sac Fox Day School	3		
		3	2797
Cedar Rapids 2		2300	
6-77 Braille & Sightsaving Sch	26		
52-71 Iowa Hospital School	2		
52-77 State Sanatorium	77		
52-78 State Univ Hospitals	135		
		240	2060
Charles City 3		2100	
			2100
Council Bluffs 4		1600	
78-77 School for the Deaf	56		
		56	1544
Fairfield 5		1100	
			1100
Sioux City 6		1600	
			1600

Commodity Distribution Cards

CARD NO.	COUNTY NO.	AGR. NO.	DIST. CENT.	SCHOOL DISTRICT	CITY	IA	UNITS	KITCHENS	TR. FOOD	TR. CHILD.	PROC. TO:	ADA	ADP
											MO. YR.	MO. YR.	
0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9

CARD NO.	COUNTY NO.	AGR. NO.	DIST. CENT.	FREE	ADULT	DRINK	MILK	LUNCH CHARGES	COST OF MILK	CHARGE FOR MILK	COST MARGIN
								CHILDREN	ADULTS	WH. CH.	WH. CH.
								DAY LOW MID UPR			
0	0	0	0	0	0	0	0	0	0	0	0
1	2	3	4	5	6	7	8	9	10	11	12
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9

CARD NO.	COUNTY NO.	AGR. NO.	DIST. CENT.	AUTHORIZED REPRESENTATIVE	TITLE	ORGANIZATION	STREET OR ROUTE	EFFECTIVE DATE
								MO. YR. DAY
0	0	0	0	0	0	0	0	0
1	2	3	4	5	6	7	8	9
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

55

Commodity Distribution Cards

[illegible][illegible]

Record Card

IOWA SCHOOL LUNCH PROGRAM - DEPT. PUBL. INSTR.

MONTI CONS SCH DIST

NAME OF SCHOOL DISTRICT

RYAN, IOWA

CITY AND STATE

2

PROGRAM
TYPE

10 12

AGREEMENT
NUMBER

8 25 59

MONTH DAY YEAR
EFFECTIVE DATE

1

TOTAL KITCHENS TRANS. SUPPL. TRANS. FOOD
NUMBER OF UNITS

80

FREE ADULTS ADA
ESTIMATED

DAY LOW MIDDLE UPPER ADULT

LUNCH CHARGES

300

LUNCH MILK
REIMBURSEMENT RATE

60

MILK LUNCH
ESTIMATED ASP

5500 6000

WHITE FLAVORED
COST OF MILK

3000 3000

WHITE FLAVORED
CHARGE FOR MILK

500

WHITE FLAVORED
COST MARGIN

DISTRIBUTION
CENTER

MRS ANN OBRIEN

AUTHORIZED REPRESENTATIVE

PRIN

TITLE

ADDRESS

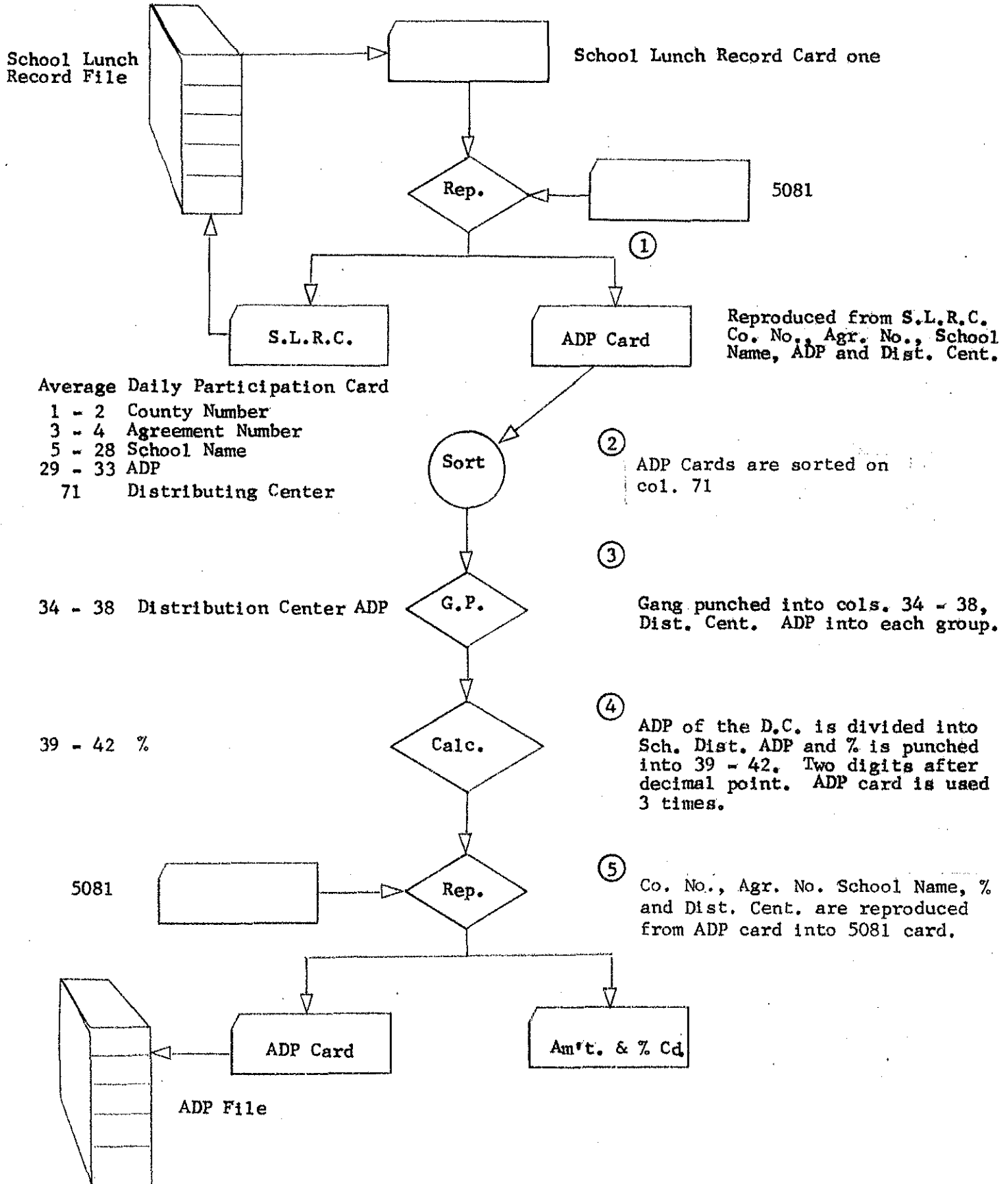
8 59 5 60

MONTH YEAR MONTH YEAR
PROGRAM TO BEGIN PROGRAM TO END

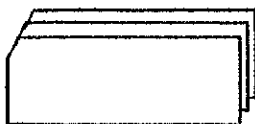
IBM 022089-F

OFFICE RECORD CASE FORM 10-1-74

Flow Chart



Predetermined
Amt. of 5081
cards accord.
to No. of Commodities



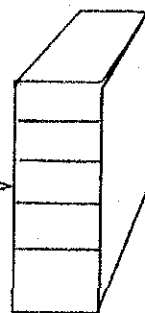
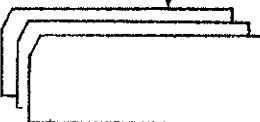
Rep.

⑥ Previous info. is reproduced
into N amount of cards

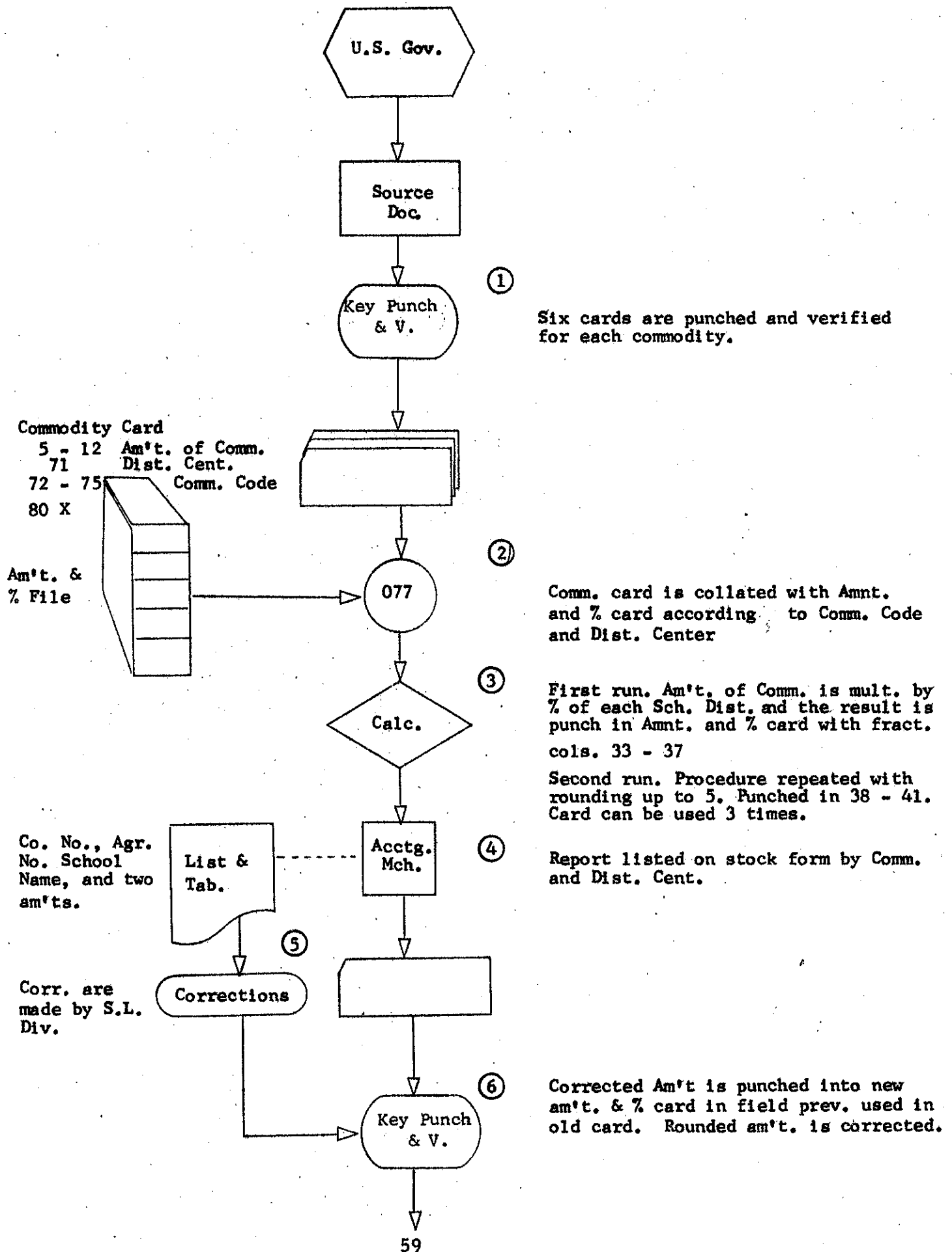
G. P.

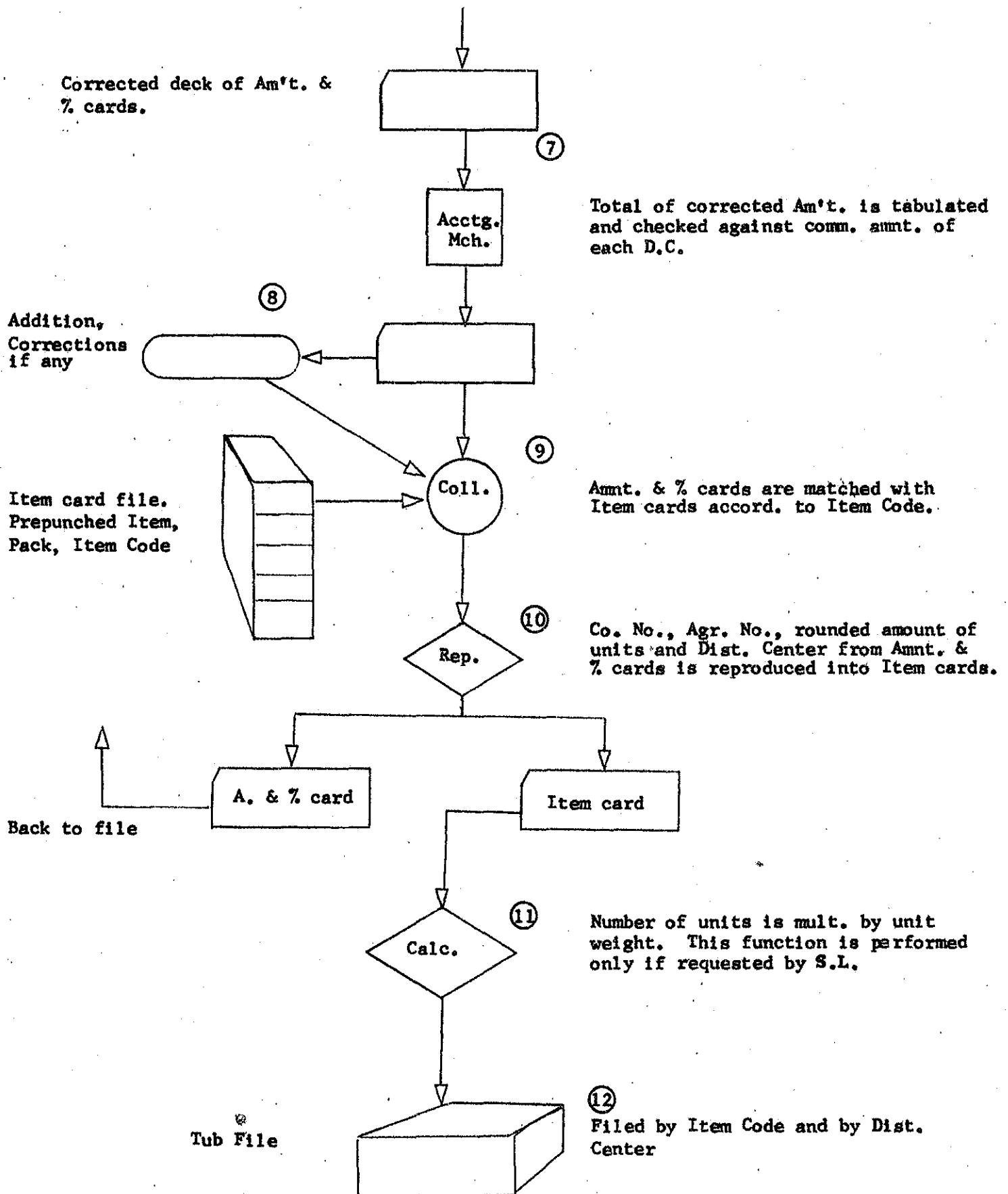
⑦ Each group is gang punched with
corresp. Comm. Code No. Cols. 72-75

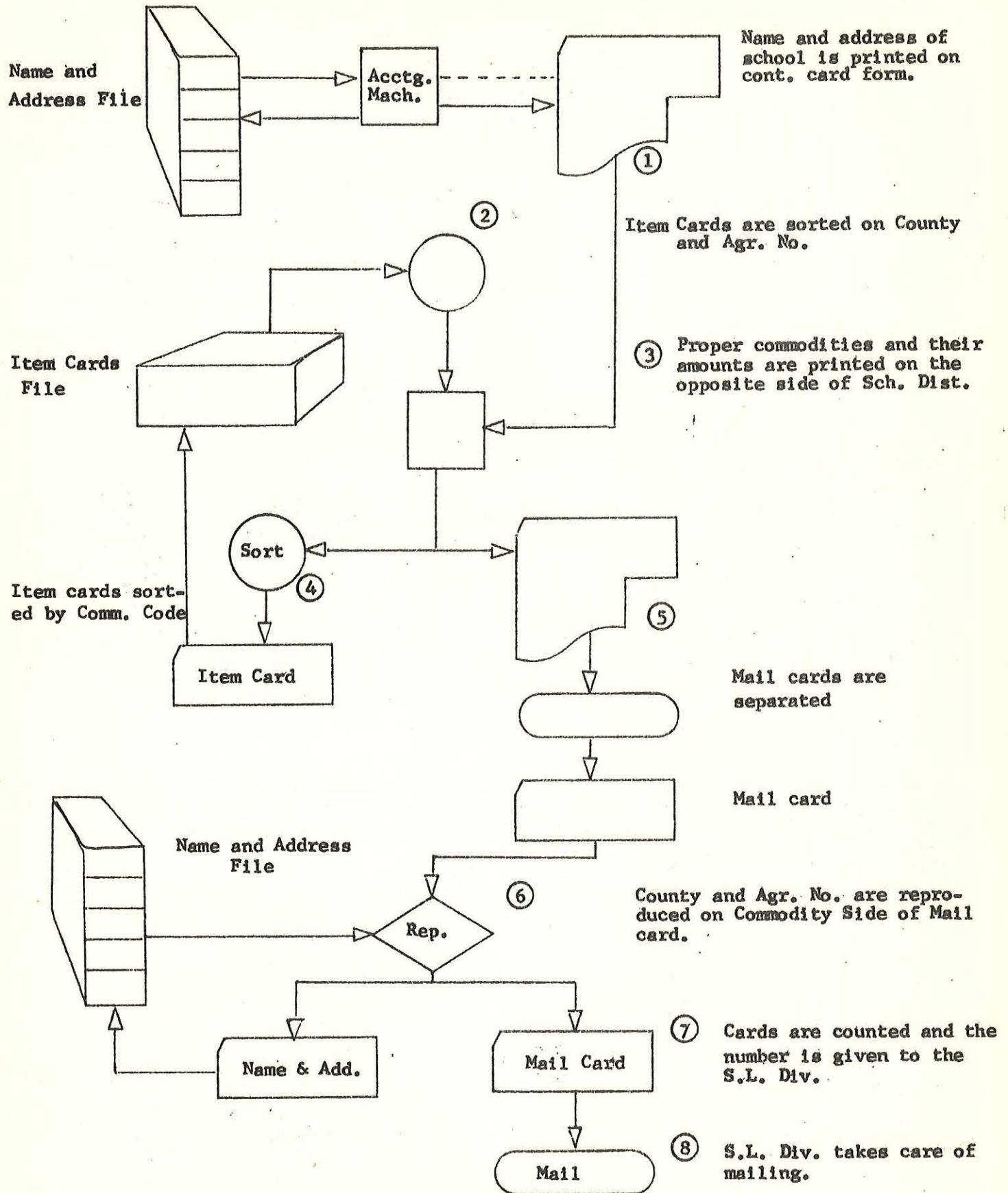
Amount and % Cards for
every Commodity and School
Dist.

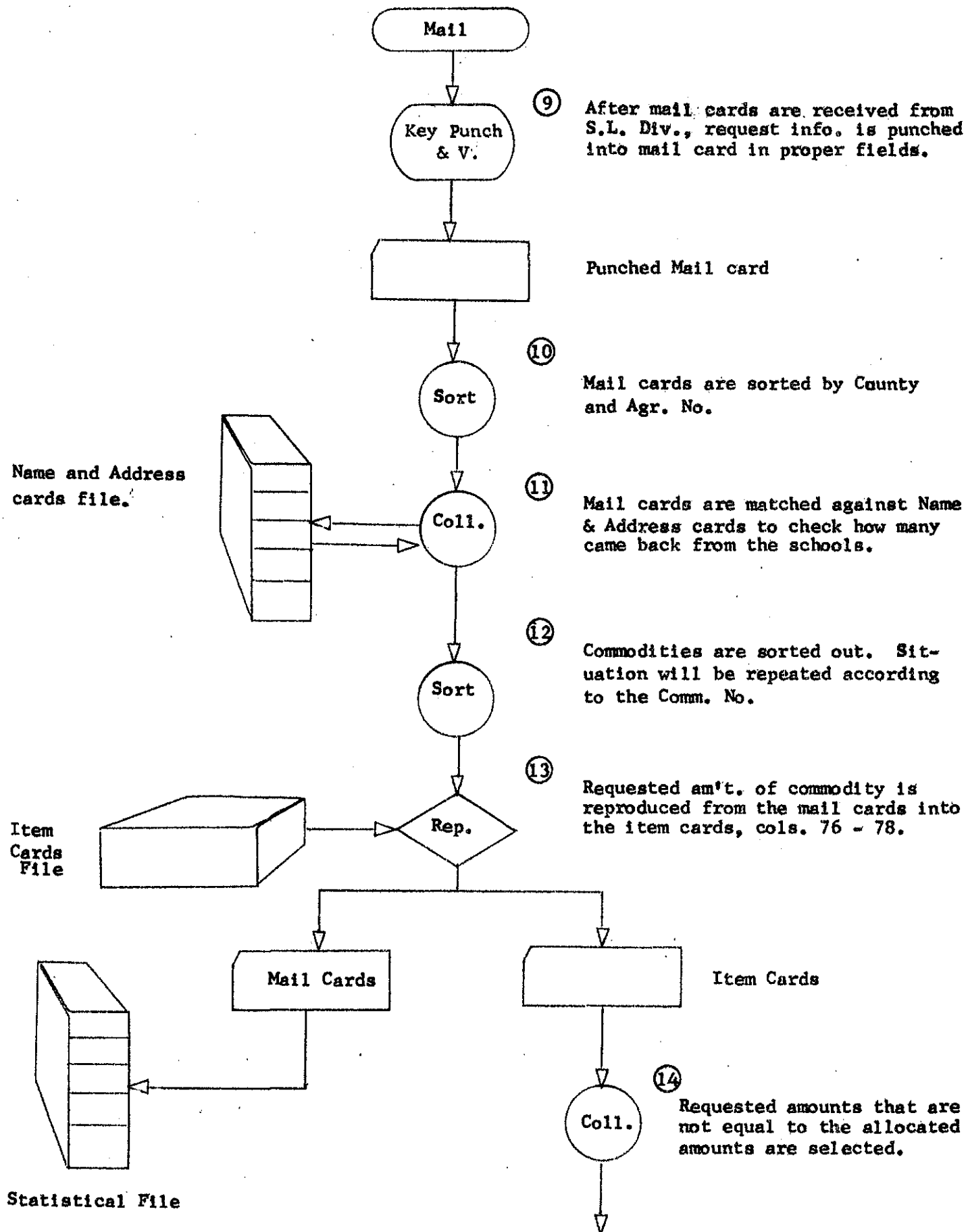


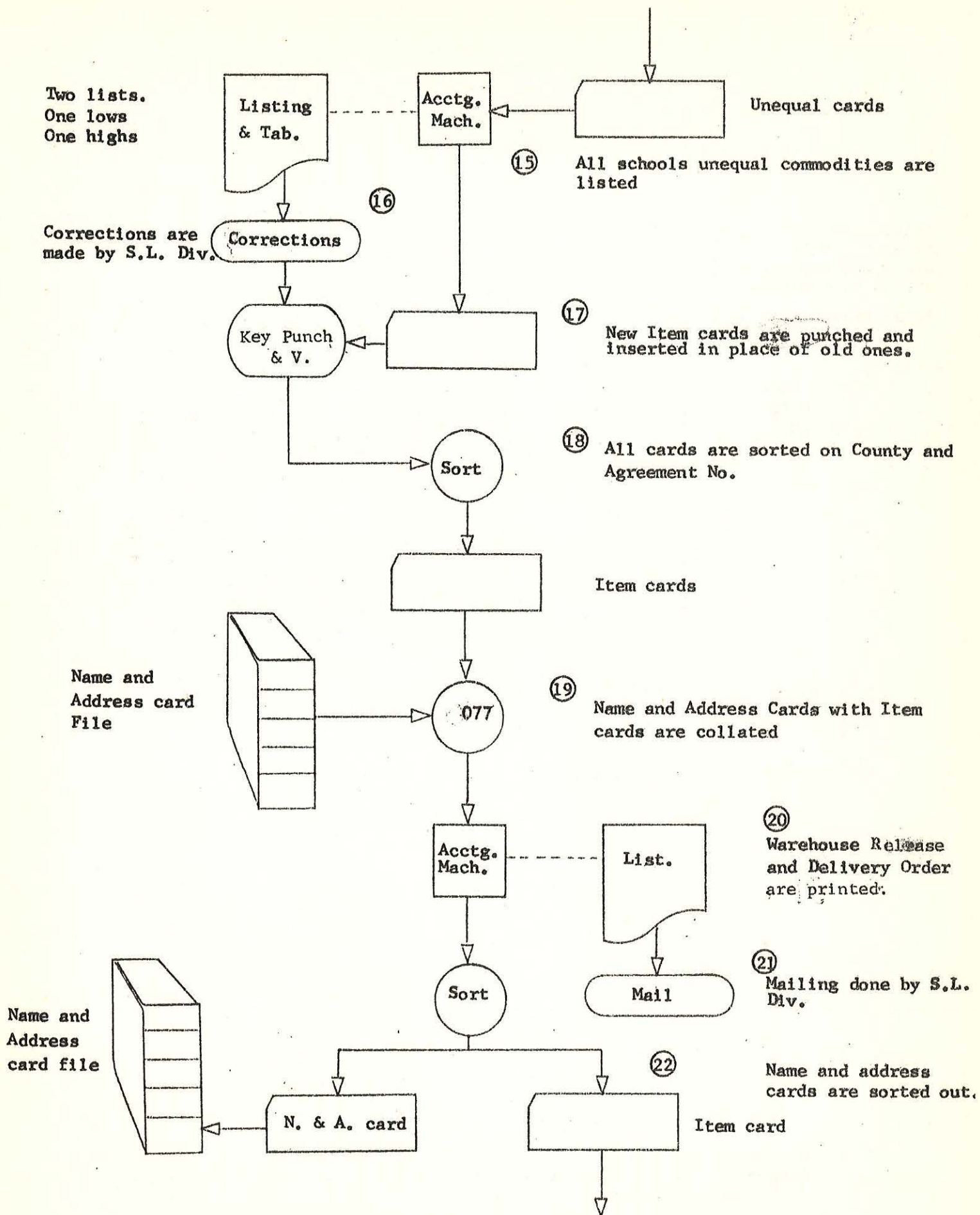
Amt't. & % card
File.

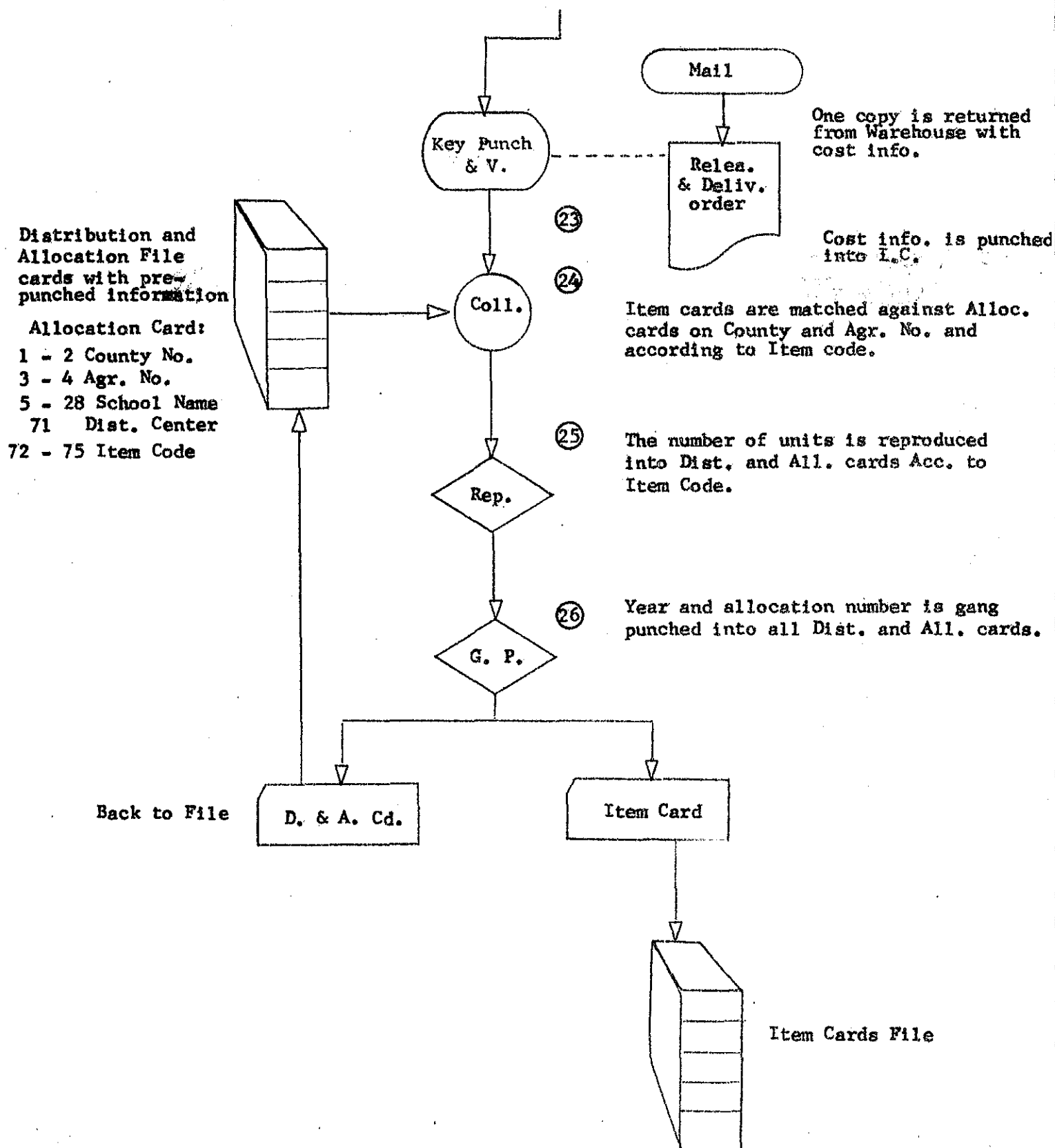












Note: At the end of allocation K.P. punches an inventory control card for every Commodity, by Distribution Center, showing amount of the Commodity left in the Distribution Center.

DATA PROCESSING PROCEDURE

(Monthly Procedure)

A. First, we check record card number one for county and agreement number order.

B. Then we prepare the average daily participation cards as follows:

1. A reproducer is used:

To reproduce field 2-5 (county and agreement number) into average daily participation card, field 1-4.

To reproduce field 7-30 (name) into average daily participation card field 5-28.

To reproduce field 6 (distribution center) into average daily participation card, field 71.

2. All average daily participation cards are sorted on field 71.

3. Using the Statistical Machine, each group is added separately and each total printed.

4. These group totals are gang-punched into field 34-38 of average daily participation card.

5. The calculator is used to compute percentages.

6. Record card number one deck is filed.

C. Per cent Card

Each school has one card for each commodity.

1. Field 1-28 from the average daily participation card is reproduced into field 1-28 of a blank deck.

2. The commodity code number is reproduced into field 72-75 in the per cent card. (A key punched lead card is used.)

D. Product Card or Commodity Card

This is a key punched card.

1. Key punched fields are:

5 - 12: Amount of product

71: Distribution center

72 - 75: Commodity code number

80: X

2. Product card is collated with per cent and amount card.

3. The calculator is wired to:

Multiply field 5 - 12 (amount of product) in commodity card by field 29 - 32 in the per cent card and punch the total with fraction in the per cent card field 33 - 37.

The same procedure is repeated, same cards, only rounding off last figure and punching in per cent card field 38 - 41.

4. A list is printed on stock paper and given to the School Lunch Division to correct.

County, agreement number, school name, distributing center and commodity code number field 33 - 37 (with fraction), and field 38 - 41 (with rounded off figure) are listed.

5. The School Lunch Division makes corrections in field 38 - 41 (rounded off figure) and returns corrected list to the key punch division for card corrections.

6. A new list with corrections is printed.

7. The corrected listing total is checked against the commodity total for each distribution center.

8. The amount and per cent cards are matched with the item cards according to the item code (fields 5 - 43 and 72 - 75 are key punched).

9. The following fields are pre-punched into the item card:

Item

Item code

Pack

10. Per cent and amount card field 38-41 is reproduced into item card field 44-46.

11. The cards are filed by item code and distributing center.

E. Mail Card

This operation is on a continuous form when printed.

1. Two key punch address cards are punched for each school.
2. Item cards are sorted on county and agreement number.
3. Item cards are matched with name and address cards.
4. The name and address of the school is printed on one side of the form.
5. The form is reversed and the county, agreement number and amount of commodity allowed is printed on the reverse side.
6. The cards are separated.
7. The county and agreement numbers from item cards are reproduced on the commodity side of the mail cards.
8. The county mail cards are run on the statistical machine and a count is given to the School Lunch Division for mailing.
9. The mail cards are then returned to the School Lunch Division.

F. Returned Mail Card

1. The cards are sorted on county and agreement number.
2. Key punch division punches new information according to requested quantity from schools.
3. The mail cards are matched against the name and address cards to check how many cards are returned.
4. A list of schools who have not returned the mail cards is given to the School Lunch Division.
5. The mail cards are sorted on commodity code.
6. The item cards are matched to determine higher or lower requests.

7. A list is tabulated for higher or lower requests and given to the School Lunch Division for correction.
8. The corrected list is given to the key punch division for card correction.
9. The corrected information is reproduced from the mail cards into the item cards.
10. The mail cards are filed.

G. Shipping Authorization

1. The name and address cards are merged with the corrected item cards.
2. Four copies are printed on the accounting machine, one each for:
 - a. Distribution center
 - b. Driver
 - c. School file
 - d. School to sign and return to the School Lunch Division.

H. Cost Information

1. The name and address and item cards are sorted on column 79 X.
2. The name and address cards are filed.
3. The item cards go to the key punch division for cost information (taken from shipping authorization).
4. The shipping authorization is sent to the School Lunch Division.
5. The item cards are matched with the distribution-allocation cards according to county, agreement and item code. (The distribution-allocation cards are pre-punched.)
6. Information from the item cards is reproduced into the distribution-allocation cards comparing number of units on item code.
7. Year and allocation number of current allocation are gang-punched in distribution-allocation cards.

8. The distribution-allocation cards and item cards are filed.

I. Inventory Control Card

1. The amount remaining in the distribution centers is key punched for each commodity.
2. A list for school lunch information is printed on the accounting machine showing opening balance, issue and amount on hand.
3. The result of field 64-68 plus field 49-53 minus field 59-63 is punched in field 54-58 on the calculator.

The warehouse release form used by IBM for printing is shown on the following page.

STATE DEPARTMENT OF PUBLIC INSTRUCTION
IOWA SCHOOL LUNCH PROGRAM
STATE OFFICE BUILDING
DES MOINES 19, IOWA

WAREHOUSE RELEASE AND DELIVERY ORDER

DELIVER TO:

MISS GRATA THORNE
WATERLOO IND SCH DIST
214 HIGH STREET
WATERLOO, IOWA

7 11 IDENTIFICATION NO.

DATE 2 5 60
RELEASE NO. 5

IDENTIFI- CATION NO.	NAME OF COMMODITY	PACK	NUMBER OF UNITS	HANDLING AND TRANSPORTATION		ADDITIONAL STORAGE		TOTAL CHARGES
				RATE	AMOUNT	RATE	AMOUNT	
7 11	BUTTER, PRINT	CASE, 32/1# PRINTS	160					
7 11	CHEESE, PROCESSED	CASE, 6/5# LOAVES	78					
7 11	CORN, CANNED	CASE, 6/#10 CANS	73					
7 11	EGGS, DRY	CASE, 6/#10 CANS	20					
7 11	FLOUR, ALL-PURPOSE	BALER, 5/10# BAGS	65					
7 11	GRAPEFRUIT SECTIONS	CASE, 12/3# CANS	82					
7 11	GROUND BEEF, FROZEN	CASE	114					
7 11	PEANUT BUTTER	CASE, 6/#10 CANS	27					
7 11	PORK, GROUND, FROZEN	CASE	21					
7 11	PLUMS, CANNED	CASE, 6/#10 CANS	50					
7 11	PORK & GRAVY, CANNED	CASE, 24/29 OZ CANS	147					
7 11	TOMATOES, CANNED	CASE, 6/#10 CANS	116					
7 11	TOMATO PASTE	CASE, 6/#10 CANS	62					
			1015					

THE ABOVE COMMODITIES HAVE BEEN RECEIVED

SIGNATURE
OF AUTHORIZED REPRESENTATIVE

DATE

WAREHOUSE COPY

SCHOOL LUNCH REIMBURSEMENT

Schools participating in the Federal School Lunch Program must apply for reimbursement each month. Claims for reimbursement are made on forms furnished by the State Department of Public Instruction and are due the tenth of the following month. Items on this claim are checked for mathematical accuracy, then punched on IBM cards.

Totals by school, county, and state are figured by IBM each month and each year. These totals, besides furnishing statistical information for the State Department, are used in two monthly reports (one on milk and one on lunch) sent to the area office in Chicago.

Twice a year balances on hand are computed on IBM in order to check the schools' compliance with Federal requirements.

The operating margin on milk is checked by IBM periodically to see that it is within limits set by the Federal Government.

Duplicate warrants for reimbursement to the schools are also printed by IBM and sent to the State Treasurer. A listing of all checks issued for the month is made by IBM and these are totaled at the end of the year.

The application forms and cards are used for both school lunch reimbursement and commodity distribution and are shown in the commodity distribution section.

1. Agreement Number

52-15

2. Month and Year Being Reported

February, 1960

STATE OF IOWA
DEPARTMENT OF PUBLIC INSTRUCTIONFORM ISLP-1
PB-24610

Iowa School Lunch Program

Des Moines 19, Iowa

CLAIM FOR REIMBURSEMENT

National School Lunch and Special Milk Programs

IMPORTANT: All claims must be submitted by the 10th day of the month following the month being covered by this report. Claim received over 30 days after this date will be not be paid. See instructions on reverse side before completing form. SUBMIT ORIGINAL CLAIM ONLY.

3. Print or Type Name and Address of Sponsor

Midville Consolidated School
Midville, Iowa

4. Print or Type Name and Address of School

Midville Consolidated School
Midville, Iowa5. Number of Attendance Units Participating in Program this Month: Lunch 2 Milk 2

NATIONAL SCHOOL LUNCH PROGRAM

6. ACTUAL CASH AVAILABLE
DURING MONTH

a. Opening Cash Balance \$ 1307.45
b. Federal Reimbursement 295.48
c. Children's Payments 1077.09
d. Adults' Payments 90.20
e. Loans to Program none
f. Other Cash Income 69.60
g. Total \$ 2839.82

7. ACTUAL CASH EXPENDITURES
DURING MONTH

a. Food \$ 1240.40
b. Labor 6.00
c. Equipment 6.68
d. Loan Repayments none
e. Other Expense 64.05
f. Total \$ 1317.13

8. ESTIMATED VALUE OF
NON-CASH DONATIONS

a. Food \$ none
b. Labor 445.00
c. Equipment none
d. Other 50.00
e. Total \$ 495.00

9. Closing Cash Balance (Item 6g minus 7f) \$1522.69
10. Cash Due Program (Include Amount shown in Item 25) 667.36
11. Total Amount Owed by Program (Include Loans to be repaid) none
12. Number of Days Lunches Were Served 20
13. Number of Lunches Served to Children Free or at Reduced Cost 350
14. Price Charged for Lunches: Children 25¢ Adults 30¢
15. Number of Lunches Served to Adults (a) With Milk 505 (b) Without Milk none (c) Free 160

16. LUNCH TYPE	TOTAL NUMBER OF LUNCHES SERVED CHILDREN COL. 1	APPROVED RATE OF REIMBURSEMENT COL. 2	REIMBURSEMENT (COL. 1 x COL. 2) COL. 3
A - With Milk	<u>5202</u>	<u>4 ¢</u>	<u>\$ 208.08</u>
A - Without Milk	<u>265</u>	<u>None ¢</u>	<u>\$ None</u>
17. Amount of National School Lunch Program Claim (Total of Item 16, col. 3)			<u>\$ 208.08</u>

SPECIAL MILK PROGRAM

18. Price per $\frac{1}{2}$ Pint of Milk Paid to Distributor
White 5¢
Flavored none

19. Charge to Child per $\frac{1}{2}$ Pint of Milk
White 2¢
Flavored none

20. Total Number of $\frac{1}{2}$ Pints of Milk Purchased During Month Covered by this Report 9315
21. Number of $\frac{1}{2}$ Pints Served:
a. To Children in Type A Lunches 5202
b. To Adults (If None, show "None") 505
c. Other Nonreimbursable none
d. Total Nonreimbursable $\frac{1}{2}$ pints of Milk (Item a plus b and c) 5707
22. Total Number of $\frac{1}{2}$ Pints Served under Special Milk Program (Item 20 minus 21d) 3608
23. Rate of Reimbursement per $\frac{1}{2}$ Pint as Approved on Application-Agreement 4 ¢
24. Amount of Special Milk Claim (Item 22 multiplied by Item 23) \$ 144.32
25. Total National School Lunch and Special Milk Claim (Item 17 plus Item 24) \$ 352.40

I certify that, to the best of my knowledge and belief, this claim is true and correct in all respects; that records are available to support this claim; that it is in accordance with the terms of existing agreement(s); and that payment therefor has not been received.

March 4, 1960

DATE OF PREPARATION

Ernest W. Jackson
SIGNATURE OF AUTHORIZED REPRESENTATIVE

Superintendent

TITLE

State of Iowa
DEPARTMENT OF PUBLIC INSTRUCTION
Iowa School Lunch Program
Des Moines 19, Iowa

JUNE 30 REPORT

DO NOT SUBMIT BEFORE JULY 1

Report below all transactions occurring since filing your last reimbursement claim and prior to July 1. If no transactions occurred, this report must, nevertheless, be filed to give us your correct cash balance as of June 30. Any difference between the cash balance shown on your last claim and item 3A below must be explained in detail.

1. Agreement Number 52-15

2. Name and Address of School District Midville Consolidated School

		Midville	Iowa	Jones
Street and Number	Route	City	State	County

3. Cash Available:

A. Cash Balance as shown on last claim	\$	1016.44	
B. Federal Reimbursement	\$	433.17	
C. Children's Payments		277.87	
D. Adults' Payments		13.70	
E. Loans to Program			
F. Other Cash Income			
Total Cash Available	\$		1741.18

4. Cash Expenditures:

A. Food	\$		
B. Labor			
C. Equipment		1007.30	
D. Loan Repayments			
E. Other Expense		54.00	
Total Cash Expenditures			1061.30

5. Cash Balance as of June 30

(To be shown as opening balance on September claim)

\$ 679.88

6. Non-Cash Donations:

A. Food	\$		
B. Labor			
C. Equipment			
D. Other			
Total Non-Cash Donations	\$	none	

7. Amount of bills and loans unpaid \$ none

8. Amount of cash due program \$ 502.55

Have all reimbursement checks due been received and recorded as income? no
If not, what amount of item 8 represents reimbursement not recorded? \$ 310.32

9. Estimated value of food on hand as of June 30 \$ 800.64
(Do not include value of USDA commodities)

Please complete the following questions pertaining to your last year's school lunch program.

These questions may be completed at the close of your school lunch program; however, this report should be retained until July 1 the due date of the June 30 Report on the opposite side.

10. What assistance did the school board provide for the school lunch program?
- a. Paid salary of school lunch workers All ☒ Part _____ None _____
 - b. Paid matching portion of FICA and IPERS on salaries of school lunch workers All ☒ Part _____ None _____
 - c. Paid for school lunch equipment All _____ Part _____ None ☒
 - d. Paid for utilities used by lunch program All ☒ Part _____ None _____
 - e. Donated cash to school lunch program to cover loss sustained by program All _____ Part _____ None ☒
 - f. Was any other assistance provided? Yes _____ No ☒. If yes, please indicate nature of such assistance _____

11. What assistance did the homemaking instructor give to the lunch program?
Very little - Only informal advice

12. Does the school require the cooks to have a physical examination each year? Yes

13. What was the average number of student helpers used per day? None
 What was the average number of hours per day that student helpers worked? _____
 How were student helpers paid? _____

14. School lunch workers employed during last year's program. (If any of the school lunch workers listed below were employed for only a portion of the school year, please indicate the period of employment).

Number of meals served daily <u>245</u>		Hours Worked Per Day	Average Weekly Salary
Head Cook	<u>Mary Larson</u>	<u>6</u>	<u>\$ 33.75</u>
Helpers	<u>Mavis Stevens</u>	<u>6</u>	<u>31.25</u>
	<u>Rosella Miller</u>	<u>6</u>	<u>31.25</u>
	<u>Clarice Walker</u>	<u>2</u>	<u>10.00</u>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

15. Do you anticipate any change in lunch workers or their salaries? Yes ☒ No _____
 If yes, please indicate changes to be made Raise of \$5.00 per month to regular

6-30-59
 Date

Ernest W. Jackson
 Signature of Authorized Representative

Superintendent
 Title

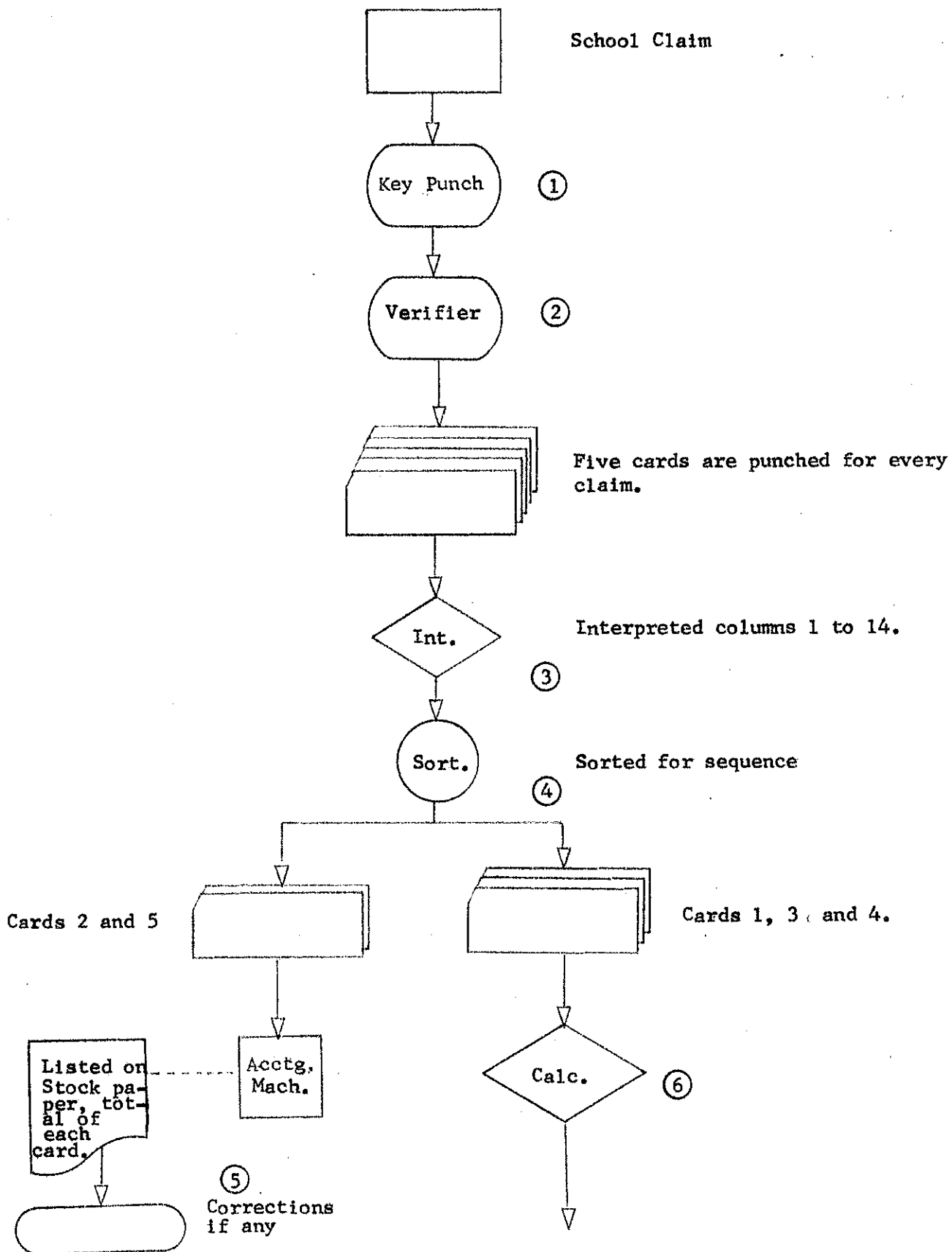
School Lunch Reimbursement Cards

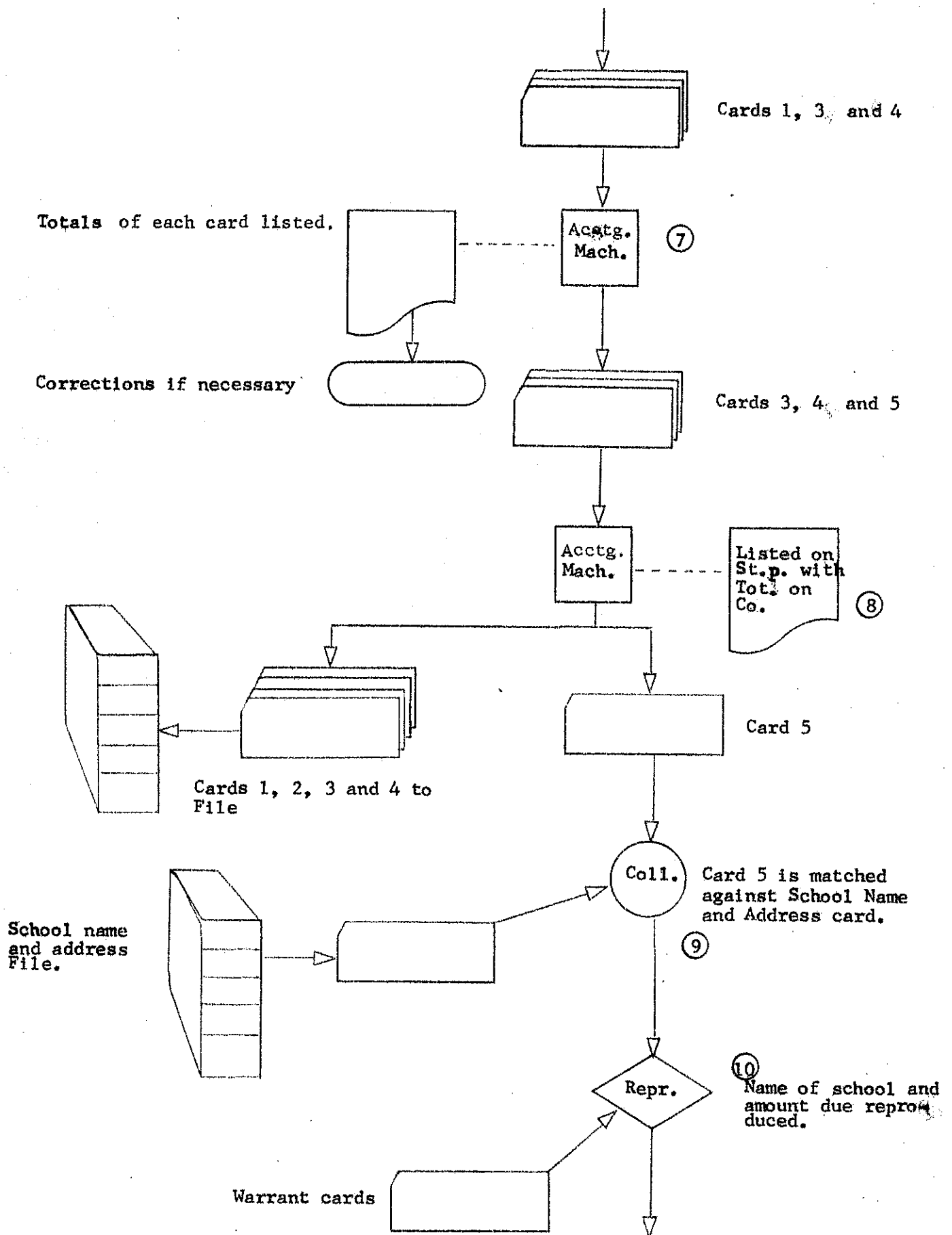
CARD NO.	COUNTY NO.	AGREEMENT NUMBER	DATE	OPENING CASH BALANCE	FEDERAL REIMBURS.	CHILDREN PAYMENT	ADULT'S PAYMENT	LOANS TO PROGRAM	OTHER CASH INCOME	TOTAL CASH INCOME	TOTAL CASH AVAILABLE	1
000	000	000	00	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	000
123	456	789	10	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	111
222	222	222	22	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	222
333	333	333	33	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	333
444	444	444	44	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	444
555	555	555	55	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	555
666	666	666	66	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	666
777	777	777	77	77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777	777
888	888	888	88	88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888	888
999	999	999	99	99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999	999

FOOD	LABOR	EQUIPMENT	LOAN REPAYM.	OTHER EXPENSE	DONATIONS	TOTAL CASH EXPEDIT.	TOTAL CASH AVAILABLE	2
000	000	000	000	000	000	00000000	00000000	000
123	456	789	10	11111111	11111111	11111111	11111111	111
222	222	222	22	22222222	22222222	22222222	22222222	222
333	333	333	33	33333333	33333333	33333333	33333333	333
444	444	444	44	44444444	44444444	44444444	44444444	444
555	555	555	55	55555555	55555555	55555555	55555555	555
666	666	666	66	66666666	66666666	66666666	66666666	666
777	777	777	77	77777777	77777777	77777777	77777777	777
888	888	888	88	88888888	88888888	88888888	88888888	888
999	999	999	99	99999999	99999999	99999999	99999999	999

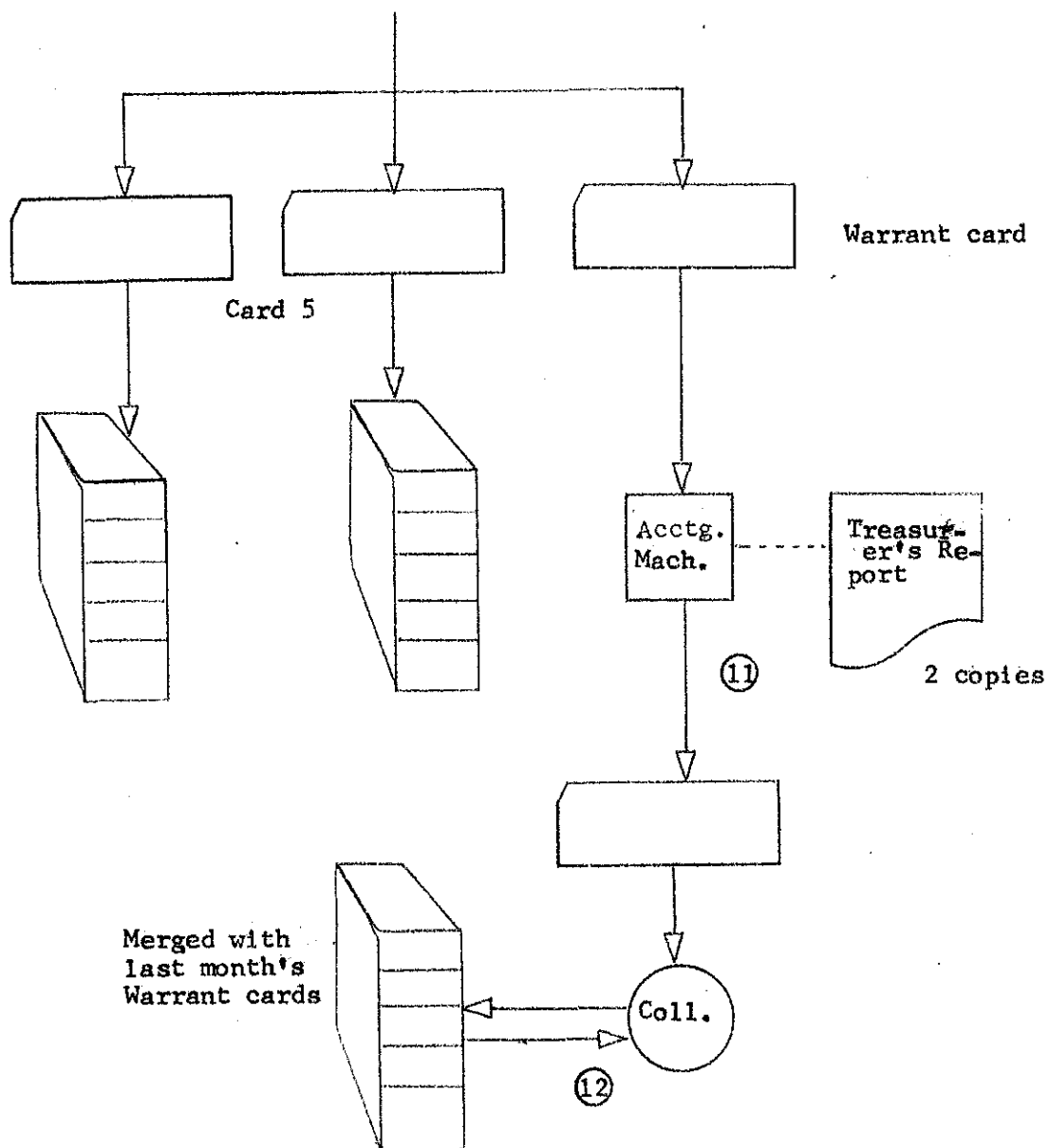
CLOSING CASH BALANCE	CASH DUE PROGRAM	AMOUNT OWED BY PROGRAM	ACCURED BALANCE	NO. OF SCHOOLS PARTICIPATING			TOTAL CASH EXPENDIT'S	TOTAL CASH AVAILABLE	3
				LUNCH	MILK	BOTH			
000	000	000	000	000	000	000	00000000	00000000	000
123	456	789	10	11111111	11111111	11111111	11111111	11111111	111
222	222	222	22	22222222	22222222	22222222	22222222	22222222	222
333	333	333	33	33333333	33333333	33333333	33333333	33333333	333
444	444	444	44	44444444	44444444	44444444	44444444	44444444	444
555	555	555	55	55555555	55555555	55555555	55555555	55555555	555
666	666	666	66	66666666	66666666	66666666	66666666	66666666	666
777	777	777	77	77777777	77777777	77777777	77777777	77777777	777
888	888	888	88	88888888	88888888	88888888	88888888	88888888	888
999	999	999	99	99999999	99999999	99999999	99999999	99999999	999

Flow Chart





School Name and
Address card



DATA PROCESSING PROCEDURE

(Monthly Procedure)

First we sort all cards for sequence on columns 7, 6, 3 and 2.

Then all cards are sorted on column 10, with current month's run checked.

The cards are separated into five groups, sorted on column 1. Each group is sorted on column 79, separating corrected and late cards from current run. An "X" punch is used for corrections and an "R" punch for late cards.

Cards 1, 3 and 4 are processed on the calculator in the following manner:

CARD 1: Fields 2, 3, 4, 5 and 6 are added and the result is punched in field 7.

CARD 3: Field 1 is added to field 2 and field 3 is subtracted from this sum. This result is punched in field 4.

CARD 4: Field 3 is added to field 4 and this sum is divided by field 1; the result is punched in field 8.

Each group of cards is tabulated separately on the accounting machine and state totals are checked in the following manner:

CARD 1: $\text{Field } 2 + 3 + 4 + 5 + 6 = 7$
Field 1 + 7 = 8

CARD 2: $\text{Field } 1 + 2 + 3 + 4 + 5 = 7$
Field 8 equals field 8 in card 1

CARD 3: $\text{Field } 1 + 2 - 3 = 4$
Field 7 - 6 = 1
Field 6 equals field 7 in card 2
Field 7 equals field 8 in cards 1 and 2

CARD 4: $\text{Field } 5 + 6 = 7$
Field 3 + 4 + 1 = 8

CARD 5: $\text{Field } 2 + 3 = 4$
Field 1 - 4 = 5
Field 6 + 7 = 8
Field 7 equals field 7 in card 4

Card 3 is listed by county and agreement number.

Card 4 is sorted on column 8 and listed with totals on every type. These cards are counted and the total is submitted to the School Lunch Division.

Card 5 is sorted on column 8 and a list is printed with totals by type. Card 5 is sorted on columns 14 and 13 and listed with totals by batch number.

Card 5 is sorted by county and agreement number and matched against the deck of master cards. The county number, agreement number and school name are reproduced from the master cards into warrant cards.

The warrant cards are matched against card 5 and the information from card 5 is reproduced into the warrant cards. The warrant cards are then sent to the Comptroller's Office.

After the warrant cards are returned to the Tabulating Division, 3 copies of the roster of warrants is printed. Two copies are submitted to the School Lunch Division. One copy remains in the Tabulating Division.

All five decks of current school lunch cards are then filed in the Tabulating Division.

Last month's cards are merged with late cards of the current run and a listed report of each card with totals on County and State is printed on stock paper and submitted to the School Lunch Division. Cards are then merged with the yearly file.

The form used for IBM printing of the roster of warrants is shown on the following page.

OFFICE OF TREASURER OF STATE

PUBLIC INSTRUCTION COPY

TO THE DEPARTMENT OF PUBLIC INSTRUCTION.—SIR:—I hereby certify that the following is a true statement of the number and amount of your warrants drawn upon the Iowa School Lunch Program. S. F. 228, 1951 and this day redeemed by me.

TREASURER OF STATE

DEPUTY

CO. NO.	Agreement Number	No. of Agreements	Payee	Date of Issue			Warrant Number	Amount of Warrant		
				Mo.	Day	Yr.				
1	1		ADAIR CASEY SCH DIST	4	28	60	60851	670	20	
1	3		BRIDGEWATER FONT SCH DIS	4	28	60	60852	544	12	
1	4		GREENFIELD COMM SCH DIST	4	28	60	60853	527	96	
1	5		ORIENT CONS SCH DIST	4	28	60	60854	186	64	
1	6		RICHLAND TWP SCH DIST	4	28	60	60855	130	32	
1	7		ZION CONS SCH DIST	4	28	60	60856	58	88	
		6						2,118	12	*
2	1		CORNING IND SCH DIST	4	28	60	60857	363	48	
2	2		NEVINVILLE CONS SCH DIST	4	28	60	60858	89	48	
2	4		PRESCOTT COMM SCH DIST	4	28	60	60859	210	12	
2	5		QUINCY IND SCH DIST	4	28	60	60860	10	20	
2	7		CARBON IND SCH DIST	4	28	60	60861	29	76	
		5						703	04	*
3	3		POSTVILLE COMM SCH DIST	4	28	60	60862	610	12	
3	5		ALLAMAKEE COMM SCH DIST	4	28	60	60863	1,088	20	
3	6		E ALLAMAKEE SCH DIST	4	28	60	60864	671	20	
3	39		ALLAMAKEE COMM SCH DIST	4	28	60	60865	188	64	
		4						2,558	16	*
4	1		CENTERVILLE IND SCH DIST	4	28	60	60866	1,120	00	
4	2		CINCINNATI IND SCH DIST	4	28	60	60867	174	84	
4	3		MORAVIA COMM SCH DIST	4	28	60	60868	286	32	
4	4		MOULTON UDELL SCH DIST	4	28	60	60869	382	84	
4	7		UNIONVILLE SCHOOL	4	28	60	60870	26	36	
4	8		CENTERVILLE IND SCH DIST	4	28	60	60871	9	24	
4	9		MYSTIC PUBLIC SCH DIST	4	28	60	60872	67	20	
		7						2,066	80	*
5	1		AUDUBON COMM SCH DIST	4	28	60	60873	726	20	
5	4		EXIRA COMM SCH DIST	4	28	60	60874	888	76	
5	5		KIMBALLTON IND SCH DIST	4	28	60	60875	35	34	
5	7		AUDUBON COMM SCH DIST	4	28	60	60876	62	01	
		4						1,712	31	*

SECRETARY'S ANNUAL REPORT

The statutes of Iowa require the secretary of a local board to make an annual report to the county superintendent of schools who in turn must report to the State Department of Public Instruction.

Forms for this report are furnished by the State Department of Public Instruction to every school district in the state. These reports cover the fiscal year ending June 30 and are due in the state office by August 1 of each year.

These forms consist of four pages, each page in triplicate with carbon paper inserts. The blank forms are sent to the county superintendents who in turn distribute them to the school districts in their particular counties. After being filled out by the school district secretary, one copy is returned to the county superintendent with one being kept in the files of the local district. The county superintendent checks this over and after he is satisfied with its correctness returns it to the State Department.

After all the data is processed, a report of each item is printed in triplicate showing totals in respective areas by type of school district and by county. Two copies are kept in our office and one is sent to the county superintendent. A summary of county and state totals is also made.

SECRETARY'S ANNUAL REPORT

Page 1

to the COUNTY SUPERINTENDENT OF SCHOOLS

For the year beginning July 1, 1959 and ending June 30, 1960

Name of district Consolidated School District of Midville

Township of Johnson County of Jones

Copies to be made in duplicate. Keep the duplicate and send original to the County Superintendent.

I hereby certify that this report is correct and complete, to the best of my knowledge.

Samuel W. Smith
Signature of Secretary

Filed in my office this 3rd day of July, 1960

Albert T. Jones
County Superintendent

A.

County No.	District No.
52	15

 Indicate county number and district number on each page. Use district number already assigned by Department of Public Instruction.

B. Type of District (Check one).

1. ☒ District belonging to county in A above, with a high school (9th grade and above).

2. ☐ District belonging to county in A above, without a high school.

*3. ☐ Joint District having territory in county in A above, but which belongs to another county.

* This item to be checked by County Superintendent ONLY. If this item is checked, the only other information which should be supplied by County Superintendent is county number in A above and number of children between 5 and 21 in your county as indicated in 2C below for census.

4. ☐ Check here if your district went out of existence as of July 1, 1959

Complete Type 4 with clearance of old balances by use of Page 3 and transfer.

5. ☐ Check here if your district will go out of existence as of July 1, 1960

1A. Check the proper box:

☒ DISTRICT whose entire area lies within the county indicated in A above.

☐ JOINT DISTRICT whose organization belongs to the county indicated in A above.

☐ Indicate here the number of pupils in the total enrollment of your school who were PREVIOUSLY ENROLLED in other public schools in Iowa DURING THE SCHOOL YEAR 1959-1960

1B. Indicate number of directors on complete school board according to the type of your school organization. Also post this SAME number in the total column.

NUMBER OF DIRECTORS					
Consolidated	Community	Independent city town or village	Rural Independent	Township	Total
5					5

Number of RESIDENT children between 7 and 16 (who have reached their seventh birthday but not their sixteenth) enrolled in school.						
Enrolled in ANY public school			* Enrolled in private schools			** Total Combined
Boys	Girls	Total	Boys	Girls	Total	
136	126	262	none	none		262

* Section 299.3, School Laws, requires private schools to furnish the secretary with the above information.

** The total of entries in item 1C should agree, approximately, with total Children between 7 and 16 in item 2D

NUMBER OF PUPILS PROMOTED (Public schools only)					
From 8th Grade			From 11th Grade		
Boys	Girls	Total	Boys	Girls	Total
14	13	27	6	7	13

Impossible to promote or graduate without a teacher or school in session

2B. SCHOOL CENSUS:

Note: Section 291.9, Code 1958, requires the following information (taken in even-numbered years) to be reported annually.

Below write the name of your county and also the names of all other counties in which the district has territory, and enter the figures for the portion in each county separately as of June 1960 school census. Complete this item with a careful check of totals.												
Children between 0 and 6 (Age as of June 1)							Children between 6 and 11			Children between 11 and 16		
	Under 1 Yr.	1 Yr.	2 Yrs.	3 Yrs.	4 Yrs.	5 Yrs.	Boys	Girls	Total	Boys	Girls	Total
1C. Your County	24	29	29	29	27	21	169	157	326	105	99	204
Other County												
Other County												
2D. Other County												
Total in all Counties Combined	24	29	29	29	27	21	169	157	326	105	99	204

2C. Note: The County Superintendent to whom this report is sent shall, if the district has territory in more than one county, send to the county superintendents in the other counties a statement on Form 24C showing the school census data for that portion of the district that lies in their counties respectively. Form 24C is furnished to the county superintendent by the Department of Public Instruction.

County No.	District No.
52	15

3B. ENROLLMENT AND ATTENDANCE BY GRADES.

Grade	Enrollment			DAILY ATTENDANCE		
	Res.	Non-Res.	Total	Res.	Non-Res.	Total
a. Kindergarten	31	3	34	24.9	2.8	27.7
b. First	33	1	34	29.0	1.0	30.0
c. Second	21	1	22	18.2	.9	19.1
d. Third	27	5	32	24.9	4.3	29.2
e. Fourth	26	0	26	25.3	0	25.3
f. Fifth	36	4	40	33.1	3.9	37.0
g. Sixth	26	3	29	23.1	2.4	25.5
h. Seventh	22	2	24	18.9	1.9	20.8
i. Eighth	25	3	28	23.6	2.8	26.4
j. Ungraded						
k. Total	249	22	271	221.0	20.0	241.0

Grade	Enrollment			DAILY ATTENDANCE		
	Res.	Non-Res.	Total	Res.	Non-Res.	Total
l. Ninth	23	3	26	21.8	2.9	24.7
m. Tenth	18	1	19	17.5	1.0	18.5
n. Eleventh	13	1	14	12.4	.9	13.3
o. Twelfth	13	0	13	12.5	0	12.5
p. Ungraded						
q. Postgraduates						
r. Total H.S.	67	5	72	64.2	4.8	69.0
s. Grand Total (sum of items k and r)	316	27	343	285.2	24.8	310.0

11 Make entry here only if there is a special kindergarten teacher; otherwise include kindergarten with first grade. If there is a kindergarten entry here there should also be an entry in 6A for kindergarten.

1 The entry in this space should agree with entry in the space marked with the same sign in item 6A.

Leave spaces blank in place of writing in None or 0.

6A. ENROLLMENT AND ATTENDANCE BY TYPE OF SCHOOL ORGANIZATION.

ENROLLMENT AND ATTENDANCE													
Type of School Organization	Number of schools (Note 1)	H.No. days school in session	ENROLLMENT						Aggregate attendance in days	Average Daily Attendance (Note 2)			
			Boys			Girls				Total	Res.	Non-Res.	Total
Res.	Non-Res.	Total	Res.	Non-Res.	Total								
Kindergarten	1	176	14	2	16	17	1	18	34	4882.5	24.9	2.8	27.7
One-room elementary													
Two or more room elementary	1	176	89	6	95	82	8	90	185	29224.0	153.6	12.5	166.0
1A. Separately organized Jr. H.S. which includes 9th grade													
2A. Separately organized Sr. H.S. not including 9th grade													
3A. Jr.-Sr. H.S. under one organization (grades 7-12)	1	176	60	6	66	54	4	58	124	20480.5	106.7	9.5	116.3
4A. Regular high school of four years													
Total	3	176	163	14	177	153	13	166	343	54587.0	285.2	24.8	310.0
Junior college													
10A. Adult education classes													

11 Do not count days school was dismissed on account of institute, holidays, or for other reasons.

1 The entry in this space should agree with entry in the space marked with the same sign in item 5A.

The entry in this space should agree with entry in the space marked with the same sign in item 5A.

Note 1: A school, for reporting purposes, is defined as a one-room school employing only one teacher, or a school of two or more rooms usually housed in the same building, and having a principal in charge. In case an elementary school and a high school are housed in the same building, count them as two separate schools. The number of kindergarten schools will be the same as the number of buildings which maintain kindergartens. In buildings having more than one teacher, each room used should not be considered a school for the purpose of this report.

Note 2: To find average daily attendance divide aggregate attendance for the year by number of days district maintained its schools. Where kindergartens are limited to half-days, count each half-day of attendance as full day. Carry out at least two decimal places and round off to nearest tenth.

Note 3: All types of classes for adults which are sponsored by the district should be reported here, including those financed in part by vocational education (Smith-Hughes funds), by emergency education funds, by local funds, or under any other plan.

10B. Number of Resident Pupils Attending School Outside Your District at the Tuition Expense of Your District	Enrollment	
	Below 9th Grade	9th Grade and Above
	none	none

10C. Number of Non-Resident Pupils Enrolled in Your School from Whom or for Whom Your District Receives Tuition	Enrollment	
	Below 9th Grade	9th Grade and Above
	22	5

Note 1: Use only WHOLE figures for entries in items 10B and 10C.

Note 2: Entries in item 10B should have a corresponding entry in item 16A-10, page 3.

Note 3: Entries in item 10C should agree with non-resident entries in item 3B, and should have an entry in item 16B-8, page 3.

10D. *NUMBER OF TEACHING POSITIONS	Elementary - Kindergarten through 8th Grade			High School - 9th Grade through 12th Grade		
	Men	Women	Total	Men	Women	Total
	2	8	10	7	2	9

10E. Area of district in square miles to nearest one tenth
67.3

AK'S9
For State Office Use

*This is the number of teaching positions making up organization of the school or the number of persons that would be required to fill all teaching positions in the school system at one and the same time, including teachers, principals, instructional supervisors, superintendent, and other professional employees. In case a position has been held part of the year by a man and part of the year by a woman, count the one by whom the position was filled the greater part of the year. In case a teacher teaches both elementary and high school count in school where the greater part of time is spent. USE WHOLE NUMBERS. If there is an entry in item 10D there should be a corresponding entry in item 16A-14, page 3.

11A. School buildings: Number 5 Value (express in dollars only) \$ 524,750.

AK'S9 For State Office Use

Note: Check with previous year and explain any difference in number or value. The present value of school property should be a careful estimate. If such property were sold for commercial use it might bring considerably more or less than its present value for school purposes. The original cost is, therefore, the most accurate value, the most easily secured, and represents what a given building cost the community. The original cost, however, does not take depreciation into account, but in many instances this factor is offset by appreciation, or increased value in school lots or even school buildings. To secure accurately the values of depreciation and appreciation is practically impossible and is not contemplated in this section of the schedule.

11B. Amount of your outstanding bonded indebtedness, June 30, 1960 \$ 324,000.00

(Note: Please check carefully with bonded indebtedness as of June 30, 1959 add new bonds during year, and deduct principal payments made during year.)

11C. Amount of unpaid warrants June 30, 1960 \$ 5,370.76 Amount of interest bearing warrants June 30, 1960 \$ none
Purpose for which issued

Note: This refers to warrants which have been issued by the secretary but have not been paid by the treasurer. (Treasurer's balance less unpaid warrants should equal secretary's balance.)

Balance on hand June 30, 1960 according to secretary's record \$ 47,115.96 (All Funds)

Balance on hand June 30, 1960 according to treasurer's record \$ 52,486.72

11D. * If your district has voted bonds during school year, check either a, b, or c:

- (a) Has not let contract
(b) Has let contract but not completed building
(c) Has let contract and has completed building

CHECK THE APPROPRIATE BOX
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

* If more than one bond issue has been voted report only the progress of the first bond issue.

County No.	District No.
52	15

FINANCIAL STATEMENT

Page 3

For the Fiscal Year Beginning July 1, 1959, and Ending June 30, 1960

1. This financial statement is to be taken from the secretary's records. It should include all warrants issued by the secretary, regardless of whether they have been paid by the treasurer.
2. Balances on hand July 1, 1959, should be taken from secretary's records for previous year, and should also agree with balances on hand as found in report of the Auditor for the year ending June 30, 1959. SHOW OVERDRAWN BALANCES IN RED.
3. Classifications of receipts and expenditures follow those on Forms 311, 312 and 312a. Explanations will be found in the printed instructions accompanying the secretary's records under the heading "Codification of Receipts and Disbursements".
4. Balances on hand June 30, 1960, according to the secretary's books, plus unpaid warrants, should equal treasurer's balances at the same date. SHOW OVERDRAWN BALANCES IN RED.

SCHOOLHOUSE FUND

RECEIPTS		EXPENDITURES	
12A	2. Balance on hand July 1, 1959	12A	Capital outlay
	8. Received from Federal Sources		10. New buildings and sites
	Revenue receipts from		11. Other capital outlay
	4. Tax for bonds and interest		Debt service
	5. Other taxes		12. Principal of bonds
	Non-revenue receipts from		13. Interest on bonds
	6. Sale of bonds (original issue)		14. Other debt service
	7. Sale of refunding bonds		
	8. Other sources		15. Transferred to
	9. Total schoolhouse fund receipts		16. Total schoolhouse fund expenditures
			17. Balance on hand June 30, 1960

GENERAL FUND

RECEIPTS		EXPENDITURES	
14B	2. Balance on hand July 1, 1959	15B	General Control
	Revenue receipts from		12. Salary of Superintendent*
	3. District tax		13. Other general control costs
	Appropriations		Instruction
	4. Semi-annual apportionment	16A	14. Salaries of principals, supervisors and teachers
	5. State and federal aid:		15. Other instruction costs
	a. Federal		Auxiliary services
	b. General		16. Transportation of pupils
	c. Transportation		17. Health and Community Services
	d. Supplemental		18. Revolving Accounts
	e. Other state aid		19. Tuition Payments
	Total		20. Other Costs (explain)
15A	6. Tuition collected		21. Operation of plant
	7. Transportation collected		22. Maintenance
	8. Other revenue sources		23. Fixed charges
	Non-revenue receipts from		24. Capital outlay
	9. Revolving Accounts		25. Debt service
	10. Other non-revenue sources		26. Transferred to
	11. Total general fund receipts		27. Total general fund expenditures
			28. Balance on hand June 30, 1960

Note: Funds transferred to other districts should be entered in item 17A-26 (General Fund) or item 13A-13 (Schoolhouse Fund). Give explanation of transfers.

*Include only portion of salary representing time spent in administration. Portion of salary represented by time spent in teaching and supervision by superintendent should be included in item 14. See explanation of Code Nos. 150, 200, and 310, in secretary's instructions under heading "Code of Disbursements."

SPECIAL COURSES FUND

RECEIPTS		EXPENDITURES	
18A	2. Balance on hand July 1, 1959	18B	6. Salaries of principals, supervisors and teachers, or if transferred to 15A10 enter in 18B7 mark same "Tr'd"
	Revenue receipts from		7. Tr'd
	3. District tax		8. Total special courses fund expend.
	4.		9. Balance on hand June 30, 1960
	5. Total special courses fund receipts		

MILLAGE LEVY, DOLLAR LEVY AND TAX VALUATION Verify by Comparison with County Auditor's Records Adjusted as of 1959.

MILLAGE LEVY FOR SCHOOL YEAR 1959-60 (5 decimals only)				LEVY IN DOLLARS FOR SCHOOL YEAR 1959-60		
Schoolhouse Fund	General Fund Incl. Pension	Special Courses Fund	Total	Schoolhouse Fund	General Fund	Special Courses Fund
5.716	28.826	1.253	35.795	24,626	125,047	5,398

		Taxable Valuation of Property in Dollars	Taxable Valuation of Motor and Credit in Dollars	Valuation Tax Free Land
190	Within Your County	4,308,331	342,406	
	County			
	County			
	County			
Total		4,308,331	342,406	

COUNTY BOARD OF EDUCATION LIBRARY FUND ACCOUNT

RECEIPTS			EXPENDITURES	
On hand July 1, 1959	Withheld by County Auditor	Total Receipts, Including July 1, 1959 Balance	Paid for Library Books, Transportation and other costs	Balance on Hand June 30, 1960
\$153.87	\$64.40	\$218.27	\$142.98	\$75.29

INSURANCE

Page 4

County No.	District No.
52	15

21. A. FIRE AND EXTENDED COVERAGE

1. How is the insurable value for building determined?

<p>a <input checked="" type="checkbox"/> Original Cost</p> <p>b <input type="checkbox"/> Original Cost less depreciation</p> <p>c <input type="checkbox"/> Estimate</p>	<p>d <input checked="" type="checkbox"/> Appraisal</p> <p>e <input type="checkbox"/> Commodity index applied to original cost less depreciation</p> <p>f <input type="checkbox"/> Other _____</p>
---	---

2. In the event of a large fire loss would the insurable value be accepted by the Insurance Company?

☒ yes ☐ no

3. If you have more than one policy for the same type of insurance are the policies worded exactly the same, and do they have identical coverage features? ☒ yes ☐ no

4. Limit of fire and extended coverage insurance in force. \$ 727,800

What part of this insurance is written for a period more than the current year? \$100,000

For what period 5 years Premium Paid \$ 500.00 When Paid August 25, 1959

Total premium paid for fire and extended coverage insurance from July 1, 1959 to June 30, 1960

Annual Cost Only \$ 1,822.89.

Amount collected for fire and extended coverage losses from July 1, 1959 to June 30, 1960 \$ None

B. MOTOR VEHICLE INSURANCE

5. Is your motor vehicle insurance written for ☐ 9 or 10 months ☒ 12 months

6. If you have five or more buses, do you have fleet insurance? ☒ yes ☐ no

7. Total premiums paid for motor vehicles insurance from July 1, 1959 to June 30, 1960 \$ 652.87

Amount collected for motor vehicle insurance from July 1, 1959 to June 30, 1960 \$ None

C. GENERAL LIABILITY INSURANCE

(This insurance covers only legal liability of school districts and their employees. It is not automobile or accident insurance.)

8. Do you have general liability insurance? ☒ yes ☐ no

9. If so, what is the coverage? \$ 25,000 \$ 50,000 \$ None
per person per accident Property Damage

10. Is the waiver of immunity clause included in your policy? ☐ yes ☒ no

22. 11. Total premiums paid for general liability insurance from July 1, 1959 to June 30, 1960 \$ 25.52

Amount collected for general liability losses from July 1, 1959 to June 30, 1960 \$ None

D. SURETY BONDS

12. Total premiums paid from July 1, 1959 to June 30, 1960 \$ 65.05

Amount collected for losses from July 1, 1959 to June 30, 1960 \$ None

E. BOILER INSURANCE

13. Total premiums paid from July 1, 1959 to June 30, 1960 \$ 90.02

Amount collected for boiler losses from July 1, 1959 to June 30, 1960 \$ None

F. BURGLARY, ROBBERY, THEFT AND LARCENY INSURANCE

14. Total premiums paid from July 1, 1959 to June 30, 1960 \$ None

Amount collected for losses from July 1, 1959 to June 30, 1960 \$ None

G. MUSICAL INSTRUMENT INSURANCE

15. Total premiums paid from July 1, 1959 to June 30, 1960 \$ None

Amount collected for losses from July 1, 1959 to June 30, 1960 \$ None

JONES
County

ANNUAL REPORT FROM PRIVATE OR PAROCHIAL SCHOOL
To: County Superintendent of Schools
Department of Public Instruction

*Name of School SAINT MARYS
Public School District in which located MIDVILLE CONSOLIDATED
Denomination with which connected ROMAN CATHOLIC
Other Classification _____
Number of Teachers: Men 5 Women 8
Number of pupils enrolled BETWEEN THE AGES OF 7 and 16:
Boys 145 Girls 146 Total 291

ENROLLMENT BY GRADES (Including all ages)																	
	GRADES										HIGH SCHOOL						TOTAL Kdgn. Grades & H.S.
	K	1	2	3	4	5	6	7	8	Total Elem.	9	10	11	12	P.G.	Total H.S.	
Boys	0	15	19	11	9	19	9	9	10	101	21	31	18	9	0	79	180
Girls	0	16	15	15	14	9	17	18	12	116	21	15	20	18	0	74	190
Total	0	31	34	26	23	28	26	27	22	217	42	46	38	27	0	153	370

Number of pupils completing the 8th grade: Boys 10 Girls 12 Total 22
Number of pupils graduating from 12th grade: Boys 9 Girls 17 Total 26
Name of President or Principal Sister Mary Carol

I hereby submit the above report as required by Sec. 299.3, School Code of Iowa, and certify that the above and foregoing is correct.

Sister Mary Carol

Principal

Title of Reporting Officer

Midville, Iowa

Post Office Address

Dated at Midville, Iowa
this 23 day of May 1960

*If separate, by name, Secondary and Elementary Grades, please use two reports.

(over)

REPORT OF NON-RESIDENT PUPILS ATTENDING YOUR SCHOOL

In order to verify the enrollment figures on pupils of compulsory attendance age, it is necessary that the home district of every pupil between the ages of 7 and 16 be located. Please list below the number of pupils from each separate district attending your school, divided by boys and girls as shown in example below.

Example

Totals

Number		Name of Public School District in Which Pupils Reside
Boys	Girls	
2	3	Centertown Community School District
1	2	Out of State
3	5	xx

Number		Name of Public School District in Which Pupils Reside
Boys	Girls	
129	133	Home District Midville Consolidated
9	7	Eastern Jones Community
7	5	Summit No. 1
0	1	Out of State
145	146	
		xx

Totals*

*These figures should agree with number between 7 and 16 as shown on front page.

Public School Annual Report Cards

[illegible][illegible][illegible]

Public School Annual Report Cards

[illegible][illegible][illegible]

Public School Annual Report Cards

2 OR MORE ROOM ELEMENTARY														SEP. ORG. J.H.S. INCLUDING GRADE 9													
NUMBER SCHOOLS		NO. DAYS IN SCHOOL IN SESSION		ENROLLMENT		ATTENDANCE		NUMBER SCHOOLS		NO. DAYS IN SCHOOL IN SESSION		ENROLLMENT		ATTENDANCE													
				BOYS	GIRLS	AGGREGATE	A.D.A.					BOYS	GIRLS	AGGREGATE	A.D.A.												
00	0000	0	0000	000000	000000	00000000	00000000	000000	0000	0000	000000	000000	00000000	00000000	00000000												
1	2 3 4 5 6 7 8	9 10 11 12	13 14 15 16	17 18 19 20 21 22	23 24 25 26 27 28	29 30 31 32 33 34 35 36 37	38 39 40 41 42 43 44	45 46 47 48	49 50 51 52	53 54 55 56 57 58	59 60 61 62 63 64	65 66 67 68 69 70 71 72 73	74 75 76 77 78 79 80														
111	1111	1111	1111	111111	111111	11111111	11111111	1111	1111	111111	111111	111111	111111	11111111	11111111												
2	222222	222222	222222	222222	222222	22222222	22222222	2222	2222	222222	222222	222222	222222	22222222	22222222												
3	333333	333333	333333	333333	333333	33333333	33333333	3333	3333	333333	333333	333333	333333	33333333	33333333												
4	444444	444444	444444	444444	444444	44444444	44444444	4444	4444	444444	444444	444444	444444	44444444	44444444												
5	555555	555555	555555	555555	555555	55555555	55555555	5555	5555	555555	555555	555555	555555	55555555	55555555												
6	666666	666666	666666	666666	666666	66666666	66666666	6666	6666	666666	666666	666666	666666	66666666	66666666												
7	777777	777777	777777	777777	777777	77777777	77777777	7777	7777	777777	777777	777777	777777	77777777	77777777												
8	888888	888888	888888	888888	888888	88888888	88888888	8888	8888	888888	888888	888888	888888	88888888	88888888												
9	999999	999999	999999	999999	999999	99999999	99999999	9999	9999	999999	999999	999999	999999	99999999	99999999												
1	2 3 4 5 6 7 8	9 10 11 12	13 14 15 16	17 18 19 20 21 22	23 24 25 26 27 28	29 30 31 32 33 34 35 36 37	38 39 40 41 42 43 44	45 46 47 48	49 50 51 52	53 54 55 56 57 58	59 60 61 62 63 64	65 66 67 68 69 70 71 72 73	74 75 76 77 78 79 80														

SEP. ORG. S.H.S. NOT INCLUDING GRADE 9														JR.-SR. H.S. UNDER ONE ORG. (GRADE 7-12)													
NUMBER SCHOOLS		NO. DAYS IN SCHOOL IN SESSION		ENROLLMENT		ATTENDANCE		NUMBER SCHOOLS		NO. DAYS IN SCHOOL IN SESSION		ENROLLMENT		ATTENDANCE													
				BOYS	GIRLS	AGGREGATE	A.D.A.					BOYS	GIRLS	AGGREGATE	A.D.A.												
00	0000	0	0000	000000	000000	00000000	00000000	000000	0000	0000	000000	000000	00000000	00000000	00000000												
1	2 3 4 5 6 7 8	9 10 11 12	13 14 15 16	17 18 19 20 21 22	23 24 25 26 27 28	29 30 31 32 33 34 35 36 37	38 39 40 41 42 43 44	45 46 47 48	49 50 51 52	53 54 55 56 57 58	59 60 61 62 63 64	65 66 67 68 69 70 71 72 73	74 75 76 77 78 79 80														
111	1111	1111	1111	111111	111111	11111111	11111111	1111	1111	111111	111111	111111	111111	11111111	11111111												
2	222222	222222	222222	222222	222222	22222222	22222222	2222	2222	222222	222222	222222	222222	22222222	22222222												
3	333333	333333	333333	333333	333333	33333333	33333333	3333	3333	333333	333333	333333	333333	33333333	33333333												
4	444444	444444	444444	444444	444444	44444444	44444444	4444	4444	444444	444444	444444	444444	44444444	44444444												
5	555555	555555	555555	555555	555555	55555555	55555555	5555	5555	555555	555555	555555	555555	55555555	55555555												
6	666666	666666	666666	666666	666666	66666666	66666666	6666	6666	666666	666666	666666	666666	66666666	66666666												
7	777777	777777	777777	777777	777777	77777777	77777777	7777	7777	777777	777777	777777	777777	77777777	77777777												
8	888888	888888	888888	888888	888888	88888888	88888888	8888	8888	888888	888888	888888	888888	88888888	88888888												
9	999999	999999	999999	999999	999999	99999999	99999999	9999	9999	999999	999999	999999	999999	99999999	99999999												
1	2 3 4 5 6 7 8	9 10 11 12	13 14 15 16	17 18 19 20 21 22	23 24 25 26 27 28	29 30 31 32 33 34 35 36 37	38 39 40 41 42 43 44	45 46 47 48	49 50 51 52	53 54 55 56 57 58	59 60 61 62 63 64	65 66 67 68 69 70 71 72 73	74 75 76 77 78 79 80														

REGULAR HIGH SCHOOL—WHICH INCLUDES GRADES 9, 10, 11 AND 12														TOTAL													
NUMBER SCHOOLS		NO. DAYS IN SCHOOL IN SESSION		ENROLLMENT		ATTENDANCE		NUMBER SCHOOLS		NO. DAYS IN SCHOOL IN SESSION		ENROLLMENT		ATTENDANCE													
				BOYS	GIRLS	AGGREGATE	A.D.A.					BOYS	GIRLS	TOTAL	AGGREGATE	A.D.A.											
00	0000	0	0000	000000	000000	00000000	00000000	000000	0000	0000	000000	000000	00000000	00000000	00000000	00000000											
1	2 3 4 5 6 7 8	9 10 11 12	13 14 15 16	17 18 19 20 21 22	23 24 25 26 27 28	29 30 31 32 33 34 35 36 37	38 39 40 41 42 43 44	45 46 47 48	49 50 51 52	53 54 55 56 57 58	59 60 61 62 63 64	65 66 67 68 69 70 71 72 73	74 75 76 77 78 79 80														
111	1111	1111	1111	111111	111111	11111111	11111111	1111	1111	111111	111111	111111	111111	11111111	11111111	11111111											
2	222222	222222	222222	222222	222222	22222222	22222222	2222	2222	222222	222222	222222	222222	22222222	22222222	22222222											
3	333333	333333	333333	333333	333333	33333333	33333333	3333	3333	333333	333333	333333	333333	33333333	33333333	33333333											
4	444444	444444	444444	444444	444444	44444444	44444444	4444	4444	444444	444444	444444	444444	44444444	44444444	44444444											
5	555555	555555	555555	555555	555555	55555555	55555555	5555	5555	555555	555555	555555	555555	55555555	55555555	55555555											
6	666666	666666	666666	666666	666666	66666666	66666666	6666	6666	666666	666666	666666	666666	66666666	66666666	66666666											
7	777777	777777	777777	777777	777777	77777777	77777777	7777	7777	777777	777777	777777	777777	77777777	77777777	77777777											
8	888888	888888	888888	888888	888888	88888888	88888888	8888	8888	888888	888888	888888	888888	88888888	88888888	88888888											
9	999999	999999	999999	999999	999999	99999999	99999999	9999	9999	999999	999999	999999	999999	99999999	99999999	99999999											
1	2 3 4 5 6 7 8	9 10 11 12	13 14 15 16	17 18 19 20 21 22	23 24 25 26 27 28	29 30 31 32 33 34 35 36 37	38 39 40 41 42 43 44	45 46 47 48	49 50 51 52	53 54 55 56 57 58	59 60 61 62 63 64	65 66 67 68 69 70 71 72 73	74 75 76 77 78 79 80														

Public School Annual Report Cards

ENROLL. ADULT CLASSES		NO. RESIDENT PUPILS FOR WHOM TUITION IS PAID		NO. NON-RES. PUPILS FOR WHOM TUITION IS RECEIVED		NUMBER TEACHING POSITIONS						AREA DISTRICT TO NEAR. 1/10 MILE	(10)
		BELOW 9TH	9TH AND ABOVE	BELOW 9TH	9TH AND ABOVE	ELEMENTARY K-8TH			HIGH SCHOOL 9TH-12TH				
						MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL		
00 00000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000000000
1 2 3 4 5 6 7 8	9 10 11 12 13 14	15 16 17 18 19 20	21 22 23 24	25 26 27 28 29	30 31 32 33 34	35 36 37 38 39	40 41 42 43 44	45 46 47 48 49	50 51 52 53 54	55 56 57 58 59	60 61 62 63 64	65 66 67 68 69	70 71 72 73 74 75 76 77 78 79 80
111 11111	111111	111111	111111	111111	111111	111111	111111	111111	111111	111111	111111	111111	11111111111
2 222222	222222	222222	222222	222222	222222	222222	222222	222222	222222	222222	222222	222222	22222222222
3 333333	333333	333333	333333	333333	333333	333333	333333	333333	333333	333333	333333	333333	33333333333
4 444444	444444	444444	444444	444444	444444	444444	444444	444444	444444	444444	444444	444444	44444444444
5 555555	555555	555555	555555	555555	555555	555555	555555	555555	555555	555555	555555	555555	55555555555
6 666666	666666	666666	666666	666666	666666	666666	666666	666666	666666	666666	666666	666666	66666666666
7 777777	777777	777777	777777	777777	777777	777777	777777	777777	777777	777777	777777	777777	77777777777
8 888888	888888	888888	888888	888888	888888	888888	888888	888888	888888	888888	888888	888888	88888888888
9 999999	999999	999999	999999	999999	999999	999999	999999	999999	999999	999999	999999	999999	99999999999
1 2 3 4 5 6 7 8	9 10 11 12 13 14	15 16 17 18 19 20	21 22 23 24	25 26 27 28 29	30 31 32 33 34	35 36 37 38 39	40 41 42 43 44	45 46 47 48 49	50 51 52 53 54	55 56 57 58 59	60 61 62 63 64	65 66 67 68 69	70 71 72 73 74 75 76 77 78 79 80

SCHOOL BUILDINGS		INDEBTEDNESS		BOND ISSUE		(11)
NUMBER	VALUE	BONDS JUNE 30, 19...	INT. BEARING WARRANTS	NO. CONT. BDC. NOT COMPL.	BOND. BLOC. COMPL.	
00 00000	000000	000000	000000	000000	000000	000000000000
1 2 3 4 5 6 7 8	9 10 11 12 13 14	15 16 17 18 19 20	21 22 23 24	25 26 27 28 29	30 31 32 33	34 35 36 37 38 39
111 11111	111111	111111	111111	111111	111111	11111111111
2 222222	222222	222222	222222	222222	222222	22222222222
3 333333	333333	333333	333333	333333	333333	33333333333
4 444444	444444	444444	444444	444444	444444	44444444444
5 555555	555555	555555	555555	555555	555555	55555555555
6 666666	666666	666666	666666	666666	666666	66666666666
7 777777	777777	777777	777777	777777	777777	77777777777
8 888888	888888	888888	888888	888888	888888	88888888888
9 999999	999999	999999	999999	999999	999999	99999999999
1 2 3 4 5 6 7 8	9 10 11 12 13 14	15 16 17 18 19 20	21 22 23 24	25 26 27 28 29	30 31 32 33	34 35 36 37 38 39

RECEIPTS - SCHOOLHOUSE FUND												(12)
ON HAND JULY 1, 19...		FEDERAL SOURCES	TAX FOR BONDS & INT.	OTHER TAXES	NON-REVENUE RECEIPTS			OTHER SOUR.				
CR					BONDS	REF. BONDS						
00 00000	000000	000000	000000	000000	000000	000000	000000	000000				
1 2 3 4 5 6 7 8	9 10 11 12 13 14	15 16 17 18 19 20	21 22 23 24	25 26 27 28 29	30 31 32 33	34 35 36 37 38 39	40 41 42 43 44	45 46 47 48 49				
111 11111	111111	111111	111111	111111	111111	111111	111111	111111				
2 222222	222222	222222	222222	222222	222222	222222	222222	222222				
3 333333	333333	333333	333333	333333	333333	333333	333333	333333				
4 444444	444444	444444	444444	444444	444444	444444	444444	444444				
5 555555	555555	555555	555555	555555	555555	555555	555555	555555				
6 666666	666666	666666	666666	666666	666666	666666	666666	666666				
7 777777	777777	777777	777777	777777	777777	777777	777777	777777				
8 888888	888888	888888	888888	888888	888888	888888	888888	888888				
9 999999	999999	999999	999999	999999	999999	999999	999999	999999				
1 2 3 4 5 6 7 8	9 10 11 12 13 14	15 16 17 18 19 20	21 22 23 24	25 26 27 28 29	30 31 32 33	34 35 36 37 38 39	40 41 42 43 44	45 46 47 48 49				

Public School Annual Report Cards

SCHOOLHOUSE FUND RECEIPT		EXPENDITURES - SCHOOLHOUSE FUND										13
TOTAL		CAPITAL OUTLAY					DEBT SERVICE					TRANSFERRED TO GENERAL FUND
		NEW BUILDINGS AND SITES		OTHER			PRINCIPAL ON BONDS		INTEREST ON BONDS		OTHER	
00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000
1 2 3 4 5 6 7 8	9 10 11 12 13 14 15 16 17 18 19	20 21 22 23 24 25 26 27 28 29	30 31 32 33 34 35 36 37 38 39	40 41 42 43 44 45 46 47 48 49	50 51 52 53 54 55 56 57 58 59	60 61 62 63 64 65 66 67 68 69	70 71 72 73 74 75 76 77 78 79	80				
11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111
22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222
33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333
44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444
55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555
66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666
77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777
88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888
99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999
1 2 3 4 5 6 7 8	9 10 11 12 13 14 15 16 17 18 19	20 21 22 23 24 25 26 27 28 29	30 31 32 33 34 35 36 37 38 39	40 41 42 43 44 45 46 47 48 49	50 51 52 53 54 55 56 57 58 59	60 61 62 63 64 65 66 67 68 69	70 71 72 73 74 75 76 77 78 79	80				

EXPENDITURES SCHOOLHOUSE FUND		RECEIPTS GENERAL FUND										14
TOTAL		BALANCE ON HAND JUNE 30 19...		BALANCE ON HAND JULY 1 19...		DIST. TAX		REVENUE RECEIPTS		TUITION		
								APPROPRIATIONS				
								ANN. APPROP.		STATE & FED A.		
00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	
1 2 3 4 5 6 7 8	9 10 11 12 13 14 15 16 17 18 19	20 21 22 23 24 25 26 27 28 29	30 31 32 33 34 35 36 37 38 39	40 41 42 43 44 45 46 47 48 49	50 51 52 53 54 55 56 57 58 59	60 61 62 63 64 65 66 67 68 69	70 71 72 73 74 75 76 77 78 79	80				
11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	
22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	
33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	
44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	
55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	
66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	
77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777	
88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888	
99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999	
1 2 3 4 5 6 7 8	9 10 11 12 13 14 15 16 17 18 19	20 21 22 23 24 25 26 27 28 29	30 31 32 33 34 35 36 37 38 39	40 41 42 43 44 45 46 47 48 49	50 51 52 53 54 55 56 57 58 59	60 61 62 63 64 65 66 67 68 69	70 71 72 73 74 75 76 77 78 79	80				

RECEIPTS - GENERAL FUND										15
REVENUE RECEIPTS					NON-REVENUE RECEIPTS					TOTAL
TRANSPORT		OTHER			REVOLVING ACCOUNTS		OTHER			
										GENERAL CONTROL
										SUPERINT. SALARIES
										OTHER
00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000
1 2 3 4 5 6 7 8	9 10 11 12 13 14 15 16 17 18 19	20 21 22 23 24 25 26 27 28 29	30 31 32 33 34 35 36 37 38 39	40 41 42 43 44 45 46 47 48 49	50 51 52 53 54 55 56 57 58 59	60 61 62 63 64 65 66 67 68 69	70 71 72 73 74 75 76 77 78 79	80		
11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111
22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222
33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333
44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444
55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555
66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666
77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777
88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888
99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999
1 2 3 4 5 6 7 8	9 10 11 12 13 14 15 16 17 18 19	20 21 22 23 24 25 26 27 28 29	30 31 32 33 34 35 36 37 38 39	40 41 42 43 44 45 46 47 48 49	50 51 52 53 54 55 56 57 58 59	60 61 62 63 64 65 66 67 68 69	70 71 72 73 74 75 76 77 78 79	80		

Public School Annual Report Cards

EXPENDITURES - GENERAL FUND

(16)

INSTRUCTION		AUXILIARY SERVICES										PLANT
SALARIES	OTHER	TRANSPOR.	HEALTH	REVOLVING ACCOUNTS	TUITION	OTHER COSTS	OPERATION					
00 000000	00 000000	00 000000	00 000000	00 000000	00 000000	00 000000	00 000000	00 000000	00 000000	00 000000	00 000000	00 000000
1 2 3 4 5 6 7 8	9 10 11 12 13 14 15 16 17 18	19 20 21 22 23 24 25 26 27	28 29 30 31 32 33 34 35 36 37	38 39 40 41 42 43 44 45	46 47 48 49 50 51 52 53 54	55 56 57 58 59 60 61 62 63	64 65 66 67 68 69 70 71	72 73 74 75 76 77 78 79 80				
111 11111	111111111	111111111	111111111	111111111	111111111	111111111	111111111	111111111	111111111	111111111	111111111	111111111
2 2222222	222222222	222222222	222222222	222222222	222222222	222222222	222222222	222222222	222222222	222222222	222222222	222222222
333333333	333333333	333333333	333333333	333333333	333333333	333333333	333333333	333333333	333333333	333333333	333333333	333333333
444444444	444444444	444444444	444444444	444444444	444444444	444444444	444444444	444444444	444444444	444444444	444444444	444444444
555 5555	555555555	555555555	555555555	555555555	555555555	555555555	555555555	555555555	555555555	555555555	555555555	555555555
666666666	666666666	666666666	666666666	666666666	666666666	666666666	666666666	666666666	666666666	666666666	666666666	666666666
777777777	777777777	777777777	777777777	777777777	777777777	777777777	777777777	777777777	777777777	777777777	777777777	777777777
888888888	888888888	888888888	888888888	888888888	888888888	888888888	888888888	888888888	888888888	888888888	888888888	888888888
999999999	999999999	999999999	999999999	999999999	999999999	999999999	999999999	999999999	999999999	999999999	999999999	999999999
1 2 3 4 5 6 7 8	9 10 11 12 13 14 15 16 17 18	19 20 21 22 23 24 25 26 27	28 29 30 31 32 33 34 35 36 37	38 39 40 41 42 43 44 45	46 47 48 49 50 51 52 53 54	55 56 57 58 59 60 61 62 63	64 65 66 67 68 69 70 71	72 73 74 75 76 77 78 79 80				

100 5000

EXPENDITURES - GENERAL FUND

(17)

MAINTENANCE	FIXED CHARGES	CAPITAL OUTLAY	DEBT SERVICE	TRANSFER SCHOOLHOUSE FUND	TOTAL GEN. FUND EX	BALANCE ON HAND JUNE 30, 19...
00 000000	00 000000	00 000000	00 000000	00 000000	00 000000	00 000000
1 2 3 4 5 6 7 8	9 10 11 12 13 14 15 16 17 18	19 20 21 22 23 24 25 26 27 28	29 30 31 32 33 34 35 36 37 38	39 40 41 42 43 44 45 46 47 48	49 50 51 52 53 54 55 56 57 58	59 60 61 62 63 64 65 66 67 68 69
111 11111	111111111	111111111	111111111	111111111	111111111	111111111
2 2222222	222222222	222222222	222222222	222222222	222222222	222222222
333333333	333333333	333333333	333333333	333333333	333333333	333333333
444444444	444444444	444444444	444444444	444444444	444444444	444444444
555 5555	555555555	555555555	555555555	555555555	555555555	555555555
666666666	666666666	666666666	666666666	666666666	666666666	666666666
777777777	777777777	777777777	777777777	777777777	777777777	777777777
888888888	888888888	888888888	888888888	888888888	888888888	888888888
999999999	999999999	999999999	999999999	999999999	999999999	999999999
1 2 3 4 5 6 7 8	9 10 11 12 13 14 15 16 17 18	19 20 21 22 23 24 25 26 27 28	29 30 31 32 33 34 35 36 37 38	39 40 41 42 43 44 45 46 47 48	49 50 51 52 53 54 55 56 57 58	59 60 61 62 63 64 65 66 67 68 69

1000 5000

SPECIAL COURSES FUND

(18)

RECEIPTS		EXPENDITURES										ON HAND JUNE 1, 19...
ON HAND JULY 1, 19...	REVENUE DIST. TAX	OTHER	TOTAL RECEIPTS	SALARIES	OTHER	TOTAL						
00 000000	00 000000	00 000000	00 000000	00 000000	00 000000	00 000000	00 000000	00 000000	00 000000	00 000000	00 000000	00 000000
1 2 3 4 5 6 7 8	9 10 11 12 13 14 15 16 17 18	19 20 21 22 23 24 25 26 27	28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44	45 46 47 48 49 50 51 52 53	54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71	72 73 74 75 76 77 78 79 80						
111 11111	111111111	111111111	111111111	111111111	111111111	111111111	111111111	111111111	111111111	111111111	111111111	111111111
2 2222222	222222222	222222222	222222222	222222222	222222222	222222222	222222222	222222222	222222222	222222222	222222222	222222222
333333333	333333333	333333333	333333333	333333333	333333333	333333333	333333333	333333333	333333333	333333333	333333333	333333333
444444444	444444444	444444444	444444444	444444444	444444444	444444444	444444444	444444444	444444444	444444444	444444444	444444444
555 5555	555555555	555555555	555555555	555555555	555555555	555555555	555555555	555555555	555555555	555555555	555555555	555555555
666666666	666666666	666666666	666666666	666666666	666666666	666666666	666666666	666666666	666666666	666666666	666666666	666666666
777777777	777777777	777777777	777777777	777777777	777777777	777777777	777777777	777777777	777777777	777777777	777777777	777777777
888888888	888888888	888888888	888888888	888888888	888888888	888888888	888888888	888888888	888888888	888888888	888888888	888888888
999999999	999999999	999999999	999999999	999999999	999999999	999999999	999999999	999999999	999999999	999999999	999999999	999999999
1 2 3 4 5 6 7 8	9 10 11 12 13 14 15 16 17 18	19 20 21 22 23 24 25 26 27	28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44	45 46 47 48 49 50 51 52 53	54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71	72 73 74 75 76 77 78 79 80						

100 5000

Public School Annual Report Cards

TOTAL LEVY IN DOLLARS																								SECURED BY COUNTY SUPERINTENDENT FROM CO. (ADJUSTED AS OF)																								19	
SCHOOLHOUSE FUND								GENERAL FUND								SPECIAL COURSES FUND								MILLAGE LEVY FOR SCHOOL YEAR 19...-19...								ASSESSED VAL. IN \$								TOTAL MON. AND CREDITS IN \$									
SCHOOLH. FUND								GENERAL FUND								SPECIAL COUR. FUND								TOTAL																									
00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000														
12345678	91011121314151617	181920212223242526	2728293031323334	353637383940	414243444546	474849505152	53545556575859	60616263646566676869	70717273747576777879	80818283848586878889	90919293949596979899	00010203040506070809	10111213141516171819	20212223242526272829	3031323334353637383940	40414243444546474849	50515253545556575859	60616263646566676869	70717273747576777879	80818283848586878889	90919293949596979899	00010203040506070809	10111213141516171819	20212223242526272829	3031323334353637383940	40414243444546474849	50515253545556575859	60616263646566676869	70717273747576777879	80818283848586878889	90919293949596979899	00010203040506070809																	
11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111															
22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222															
33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333															
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[illegible]

Public School Annual Report Cards
(Insurance Cards)

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$\frac{d}{dt} \left(\frac{\partial L}{\partial \dot{x}} \right) = \frac{\partial L}{\partial x}$